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IDENTIFIERS	Association of Research Libraries; *Organization Charts

ABSTRACT

This kit, containing organization charts for 15 member libraries of the Association of Research Libraries (ARL), is a revised and updated version of a 1973 kit. In addition to charts of the total organization, many institutions have supplied charts for specific departments such as circulation, acquisitions, catalog, business, and technical services. Charts for academic departmental libraries are also included for some institutions. Institutions included are: University of California at San Diego, University of California at Berkeley, University of Alberta, University of British Columbia, Center for Research Libraries, Cornell University, Duke University, Michigan State University, University of Massachusetts, Iowa State University, University of Michigan, University of Wisconsin, Wayne State University, University of Pittsburgh, and Yale University. (THC)

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Organization Charts

KIT 1

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SPEC KIT EVALUATION

The materials in this Kit were collected from a survey of the member libraries of the Association of Research Libraries. They were selected for inclusion here because they are among the best examples received of current management practices in academic and research libraries.

These documents are working tools developed by individual libraries to meet their specific purposes. The materials are not intended to provide models or prototype systems that can simply be copied by other libraries. Instead, these illustrations should stimulate further innovation and improvement in the management practices of academic and research libraries.

We will appreciate your evaluation of this Kit.

* * *

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ORGANIZATION CHARTS
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*University of California at San Diego — 1p.
U.C. San Diego Library

*University of California at Berkeley — 21pp.
Acquisition
Natural Resources Libraries
Bancroft Library
Biological Sciences Libraries
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Serials Department
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*University of Alberta — 3pp.
Library Organization
Public Services
Technical Services

University of British Columbia — 5pp.
Library Organization
Library Committees

Center for Research Libraries — 9pp.
Administrative Staff
Catalog Department
Circulation Department
Acquisition Department
Special Projects
Building and Shipping

Cornell University — 1p.
The Libraries

*New Document as of November 1977

Duke University Organization Chart	1p.
*Michigan State University Library Organization (Communication and Action) General Readers Services Resource Development and Special Services Circulation Undergraduate Library Science Library Technical Services Cataloging Acquisitions	10pp.
*University of Massachusetts Organization Chart	1p.
*Iowa State University Administrative Organization	1p.
University of Michigan Library Organization Administration Budget Photoduplication Technical Services Personnel and Staff Development Graduate Library Graduate Library-Circulation Graduate Library-Reference Undergraduate Library	15pp.
University of Wisconsin Catalog Department Acquisitions Department Serials Acquisitions Division of Reference Services Table of Organization Circulation Department Branch Library Organization	7pp.
Wayne State University Library System	1p.
*University of Pittsburgh University Libraries	1p.
*Yale University Libraries	1p.

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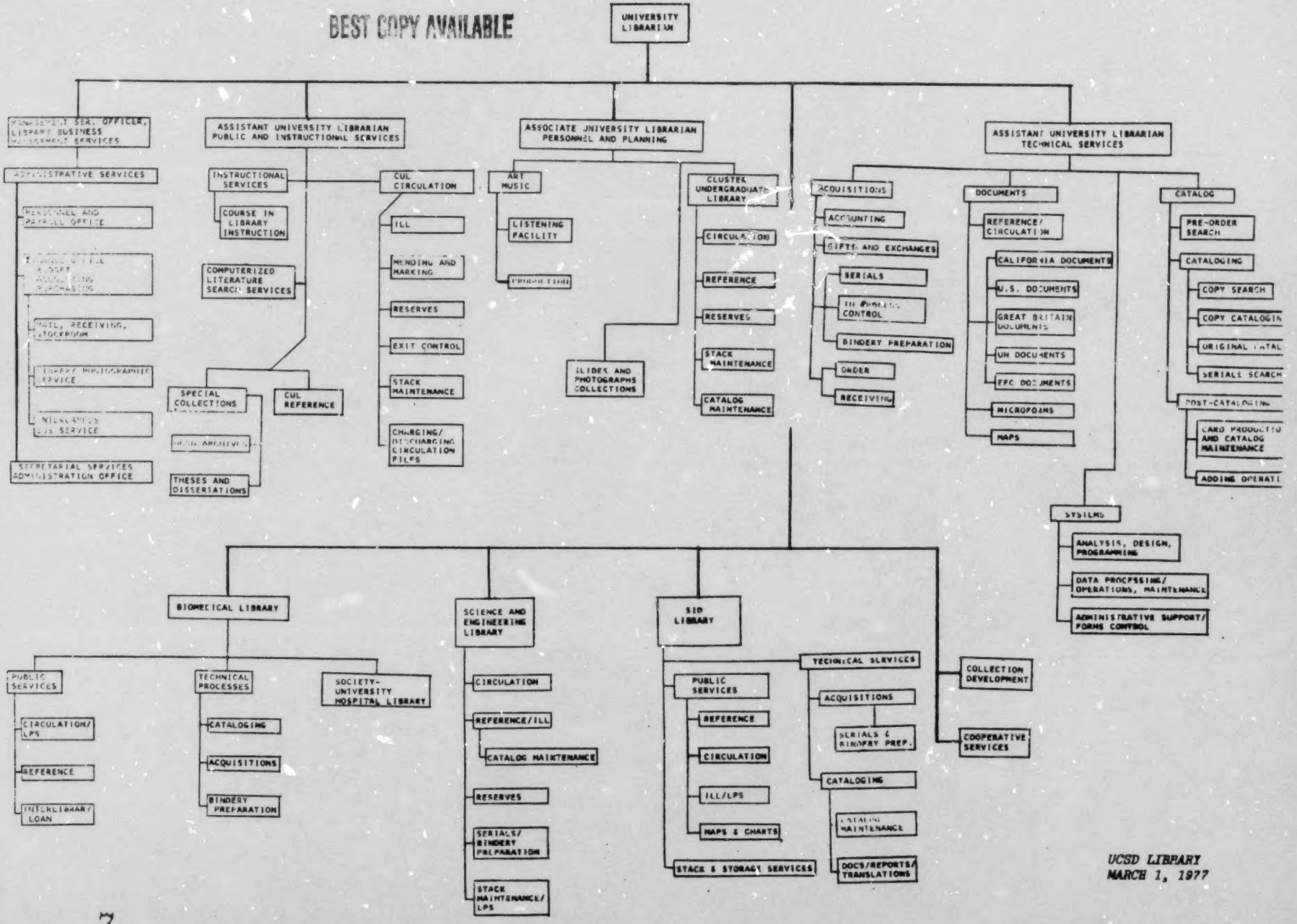

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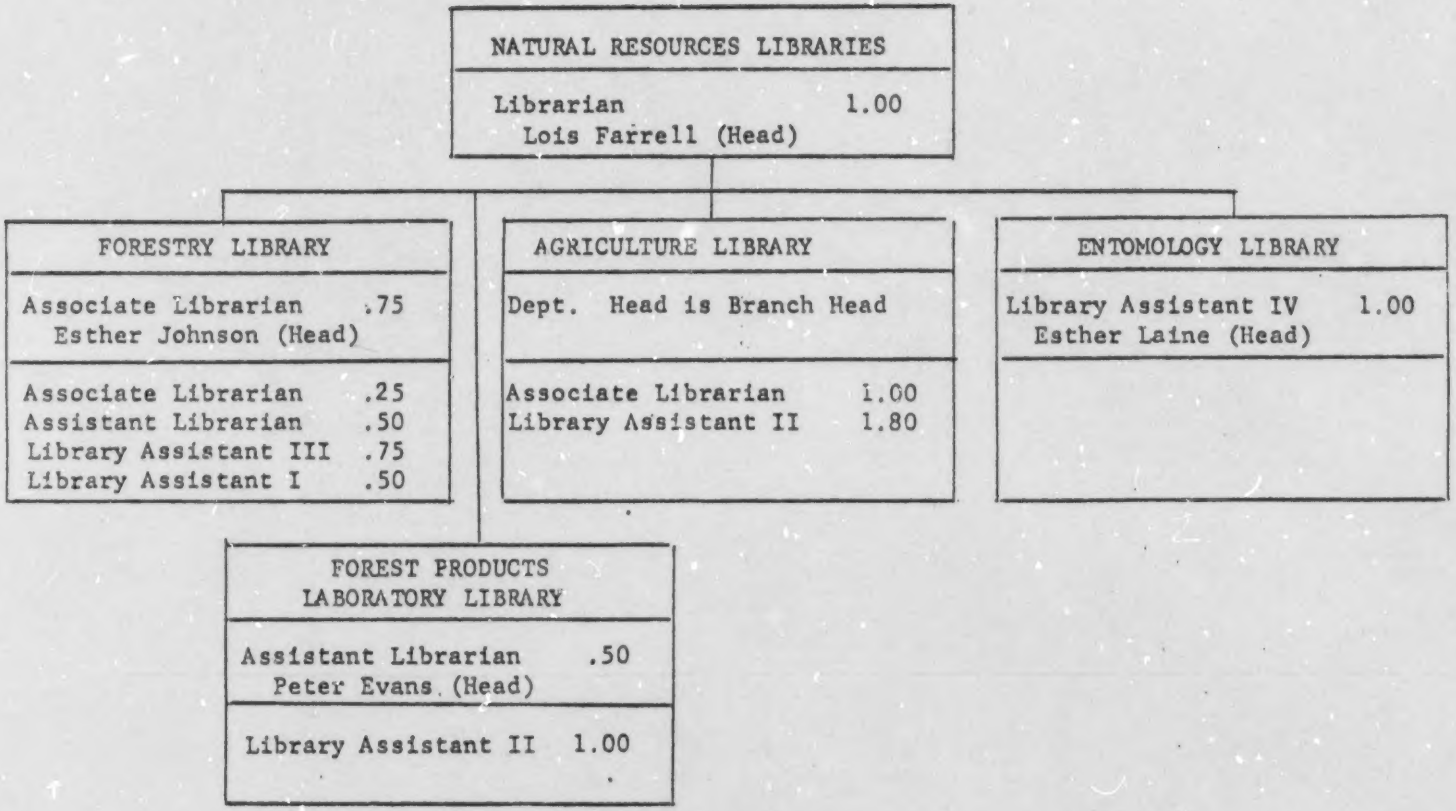

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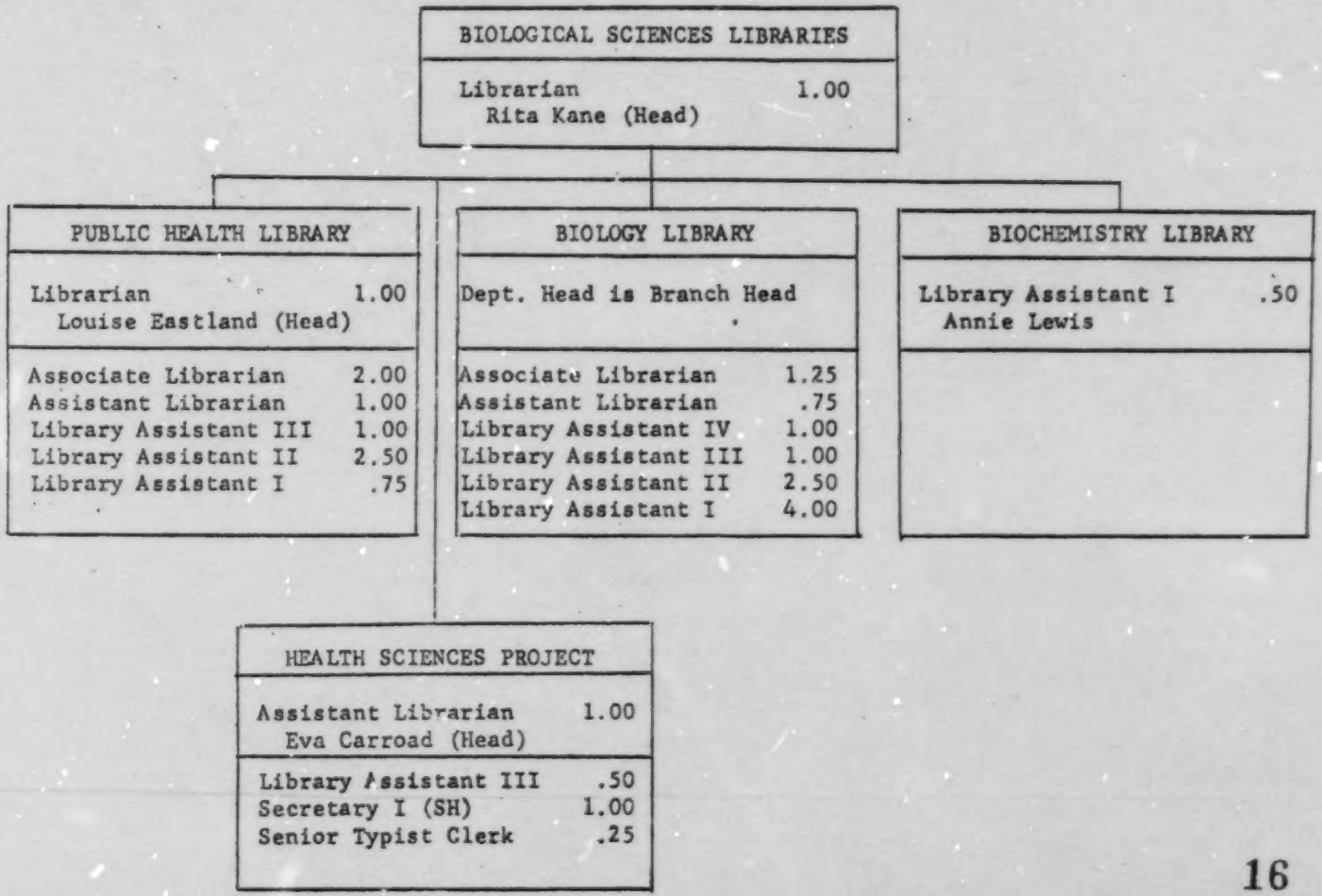

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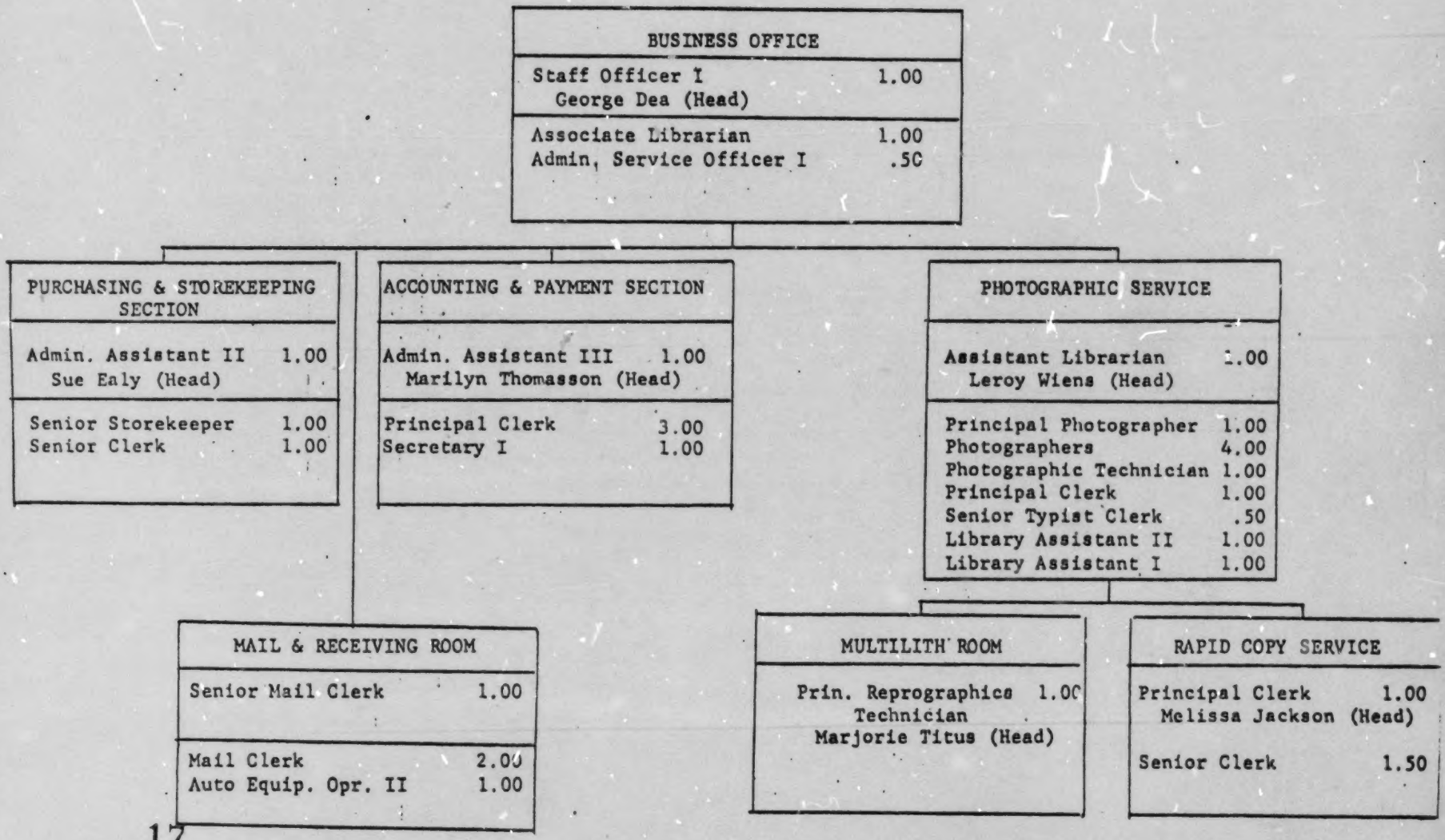

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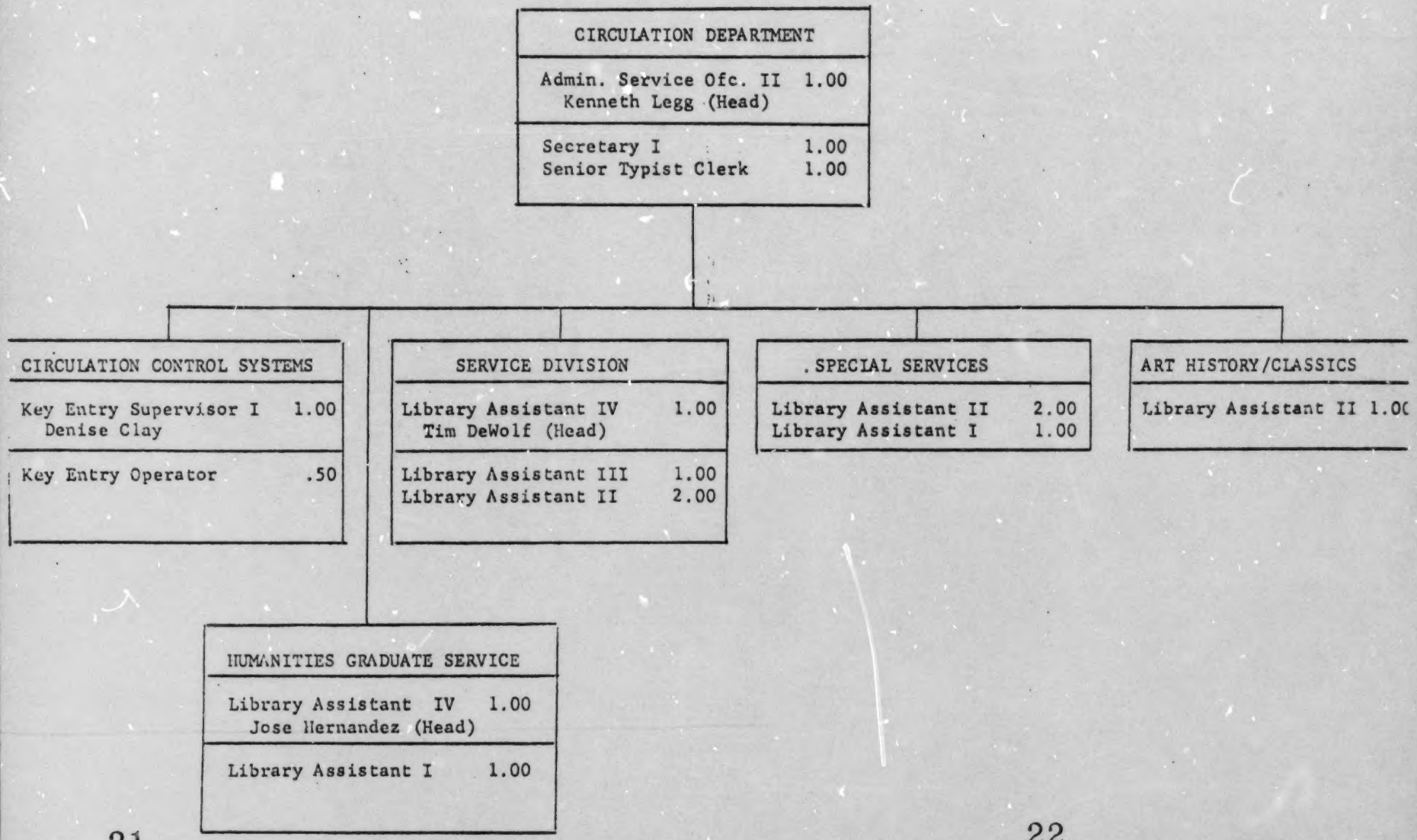

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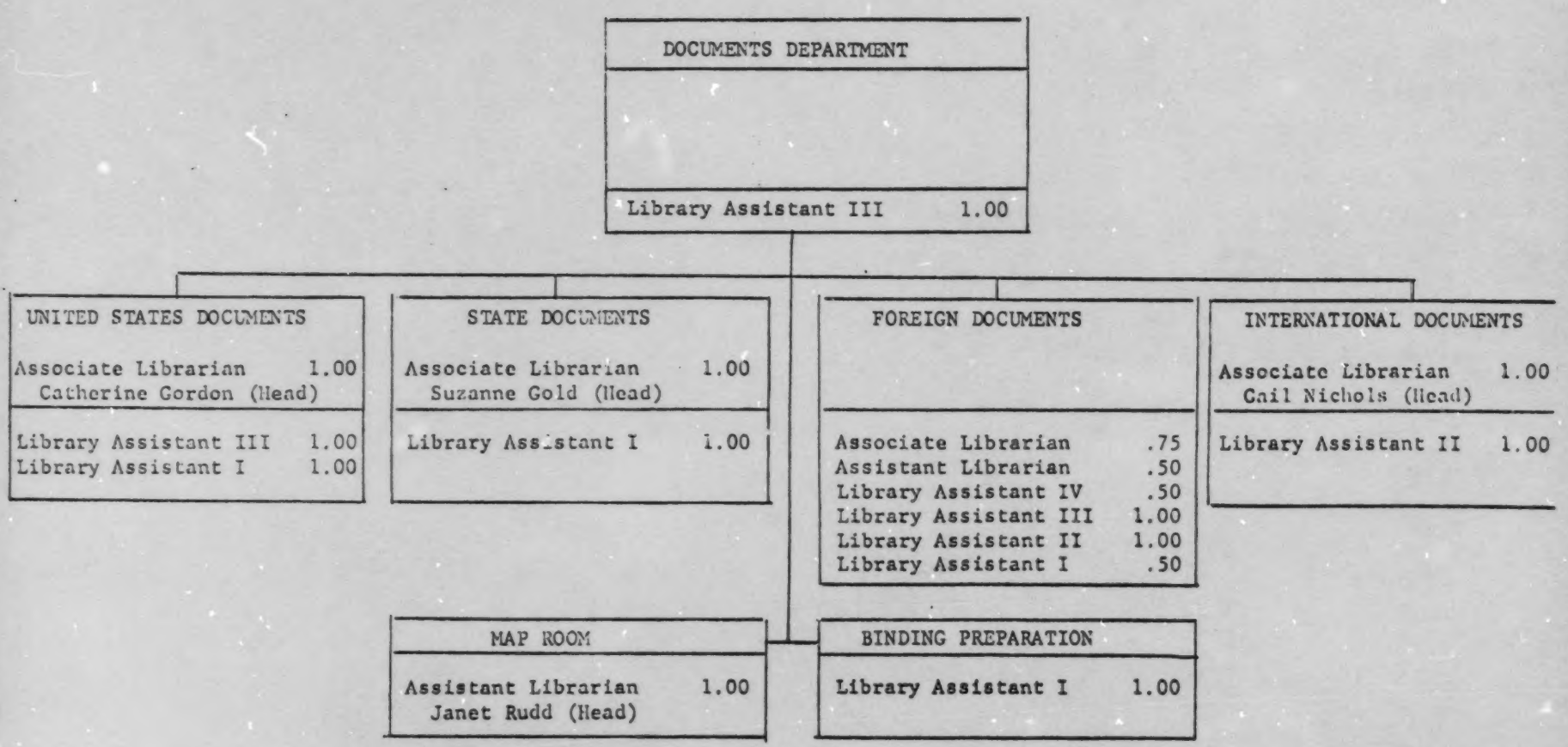

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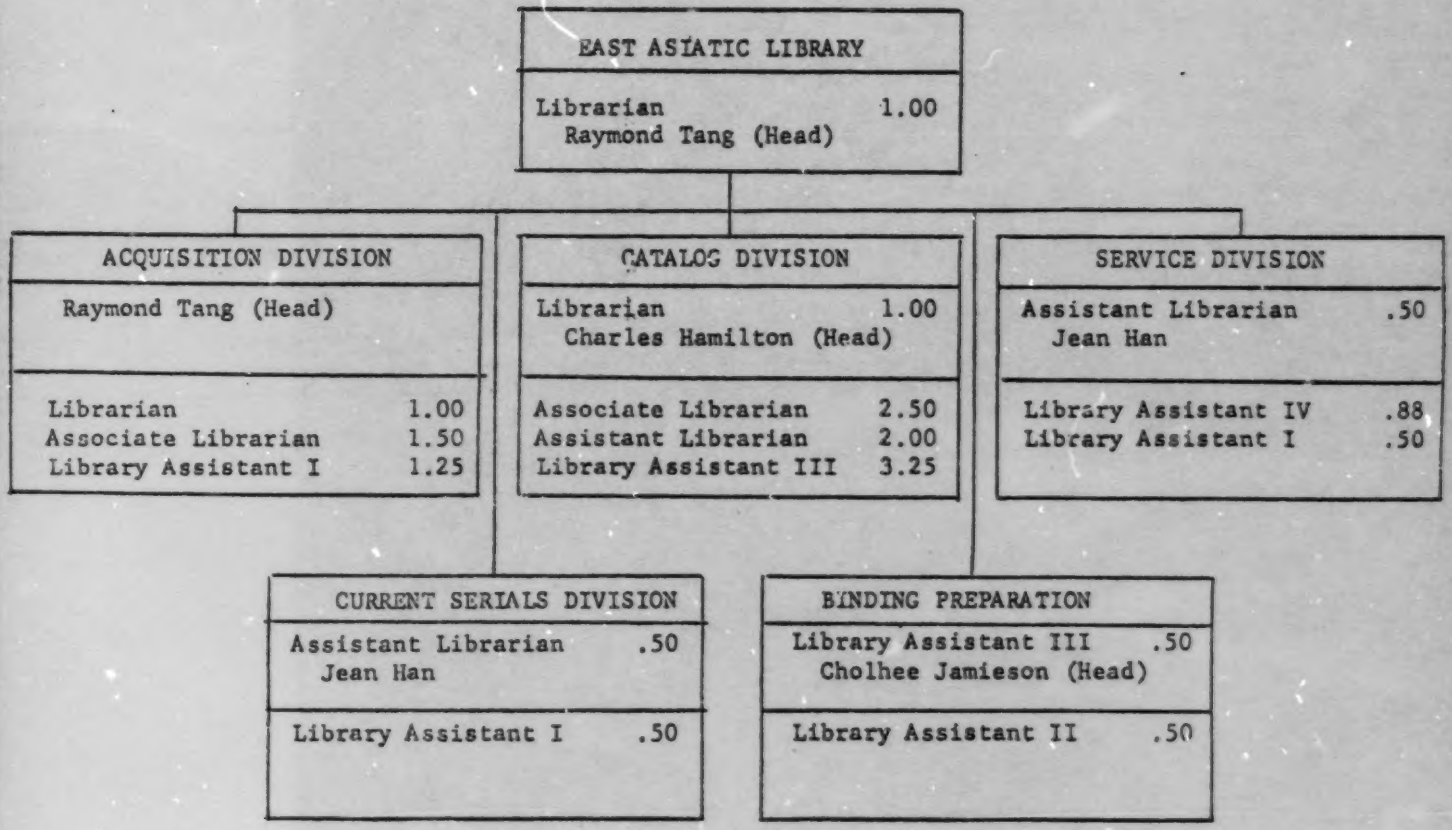

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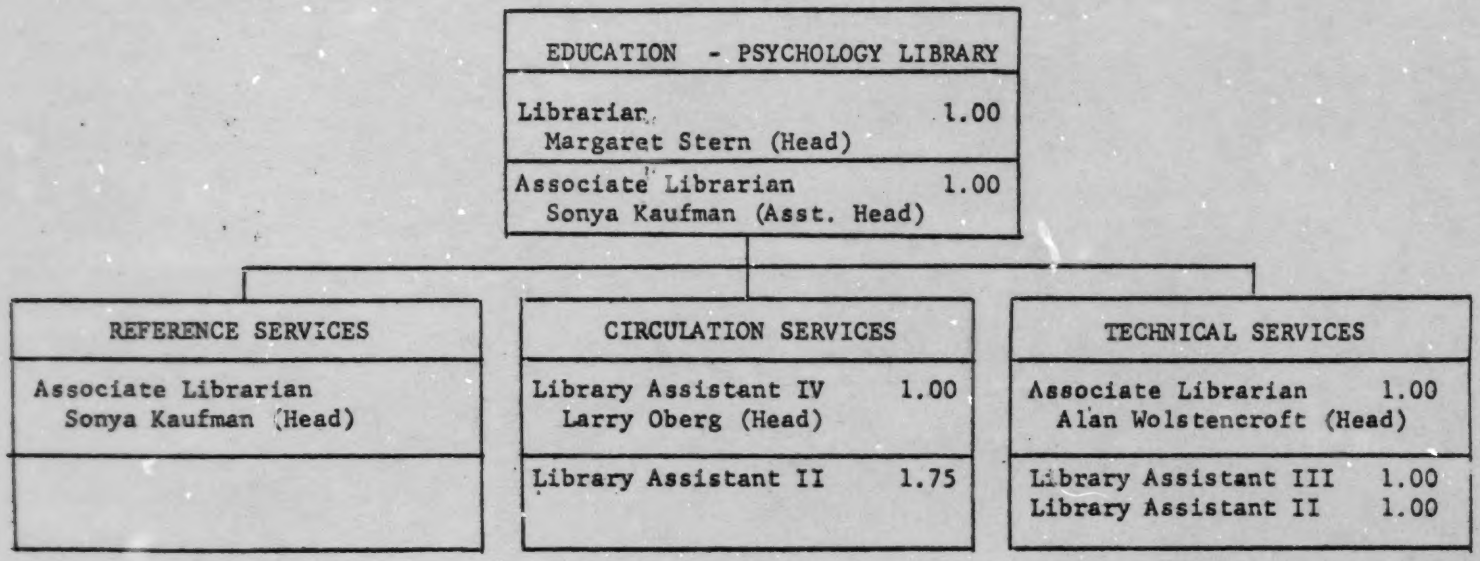

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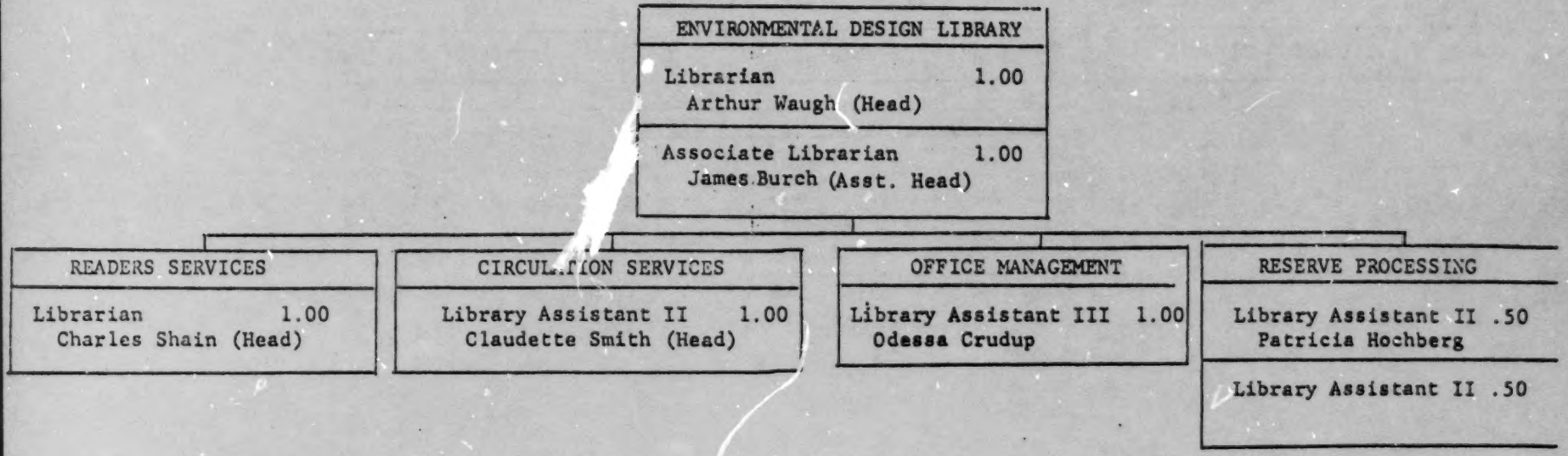

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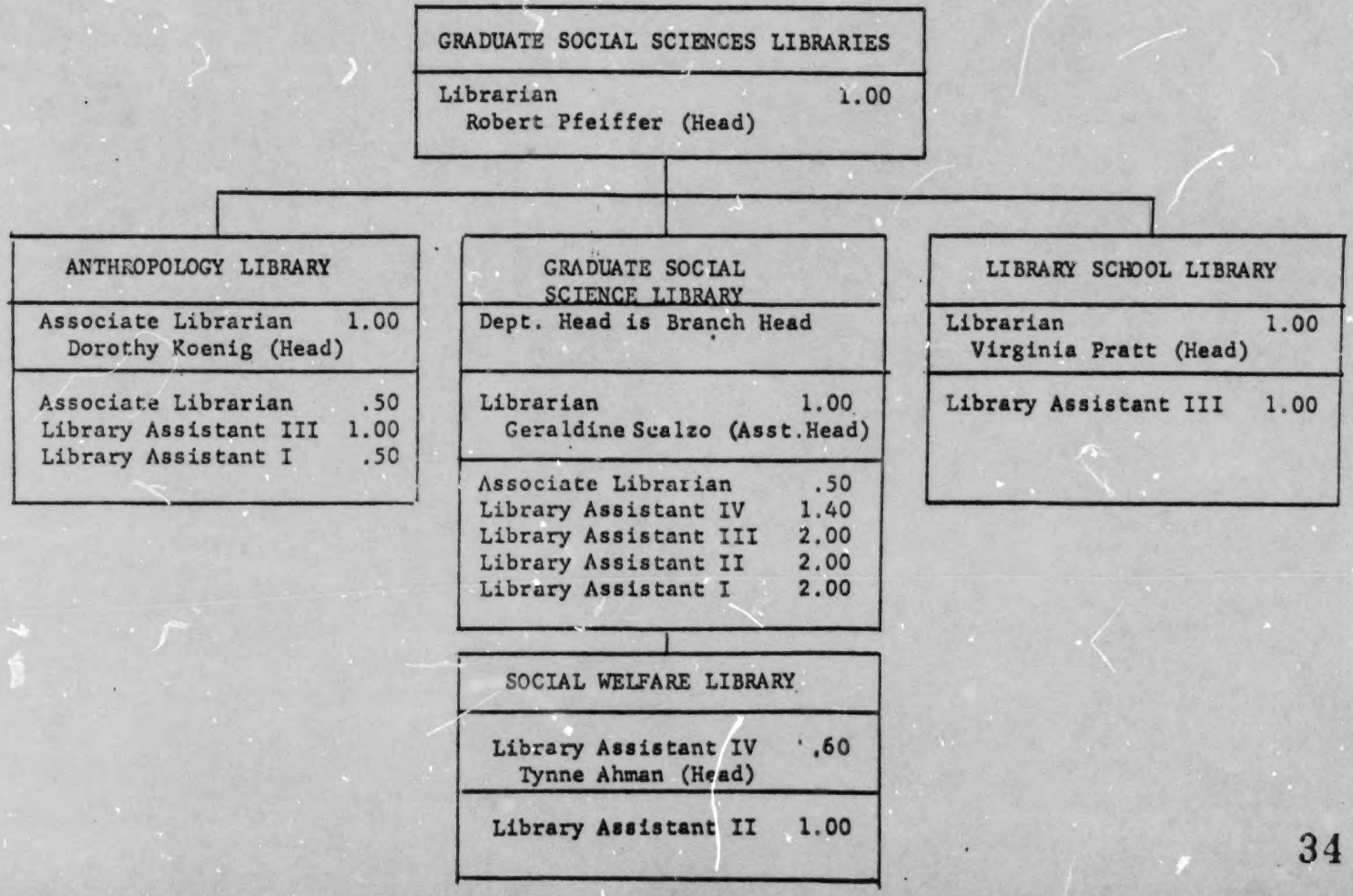

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Associate Librarian	.50
Library Assistant IV	.50
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Assist. University Librarian Julian Michel	1.00
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Secretary I	1.00
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Planning Assistant I	.75
Administrative Analyst	.50
Senior Typist Clerk	1.00

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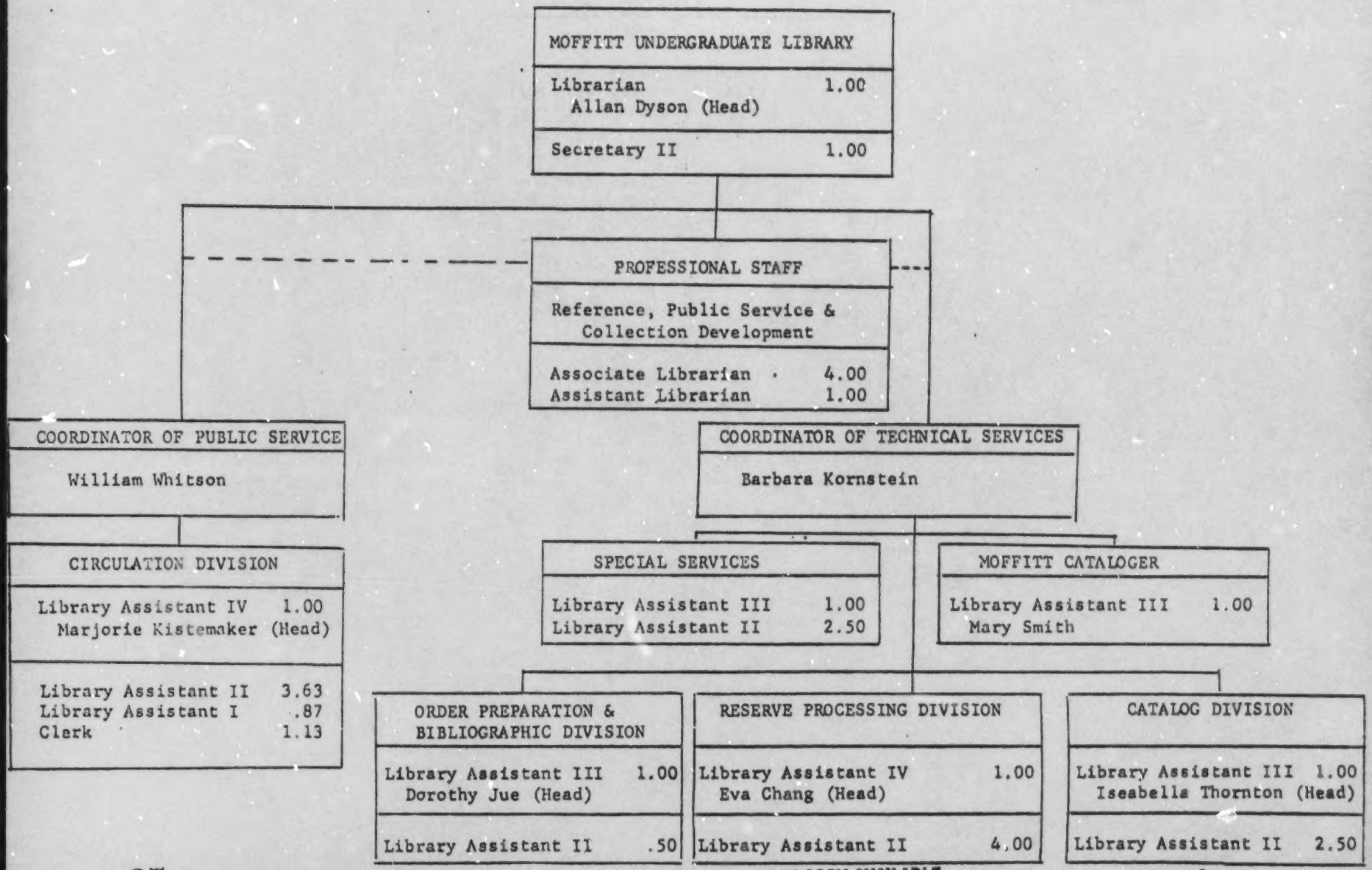

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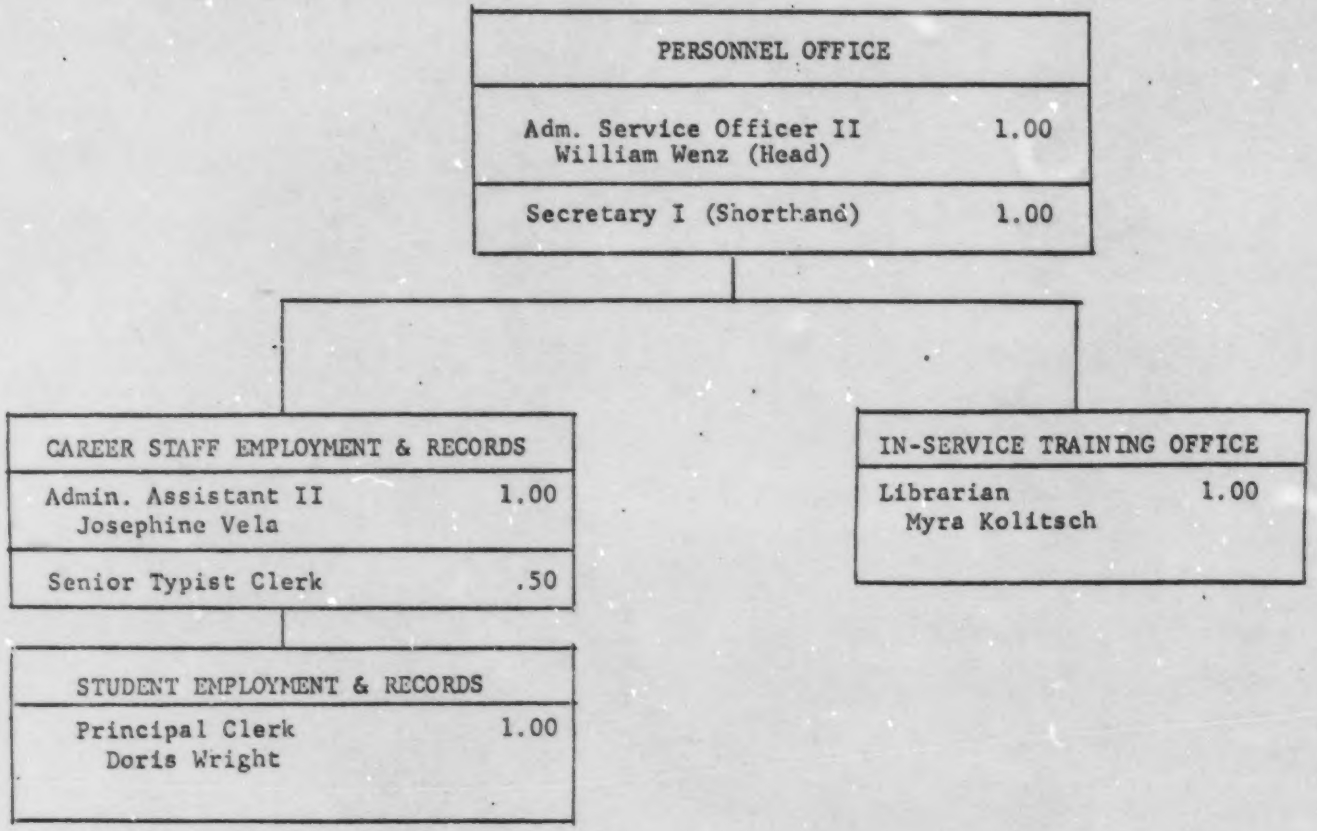

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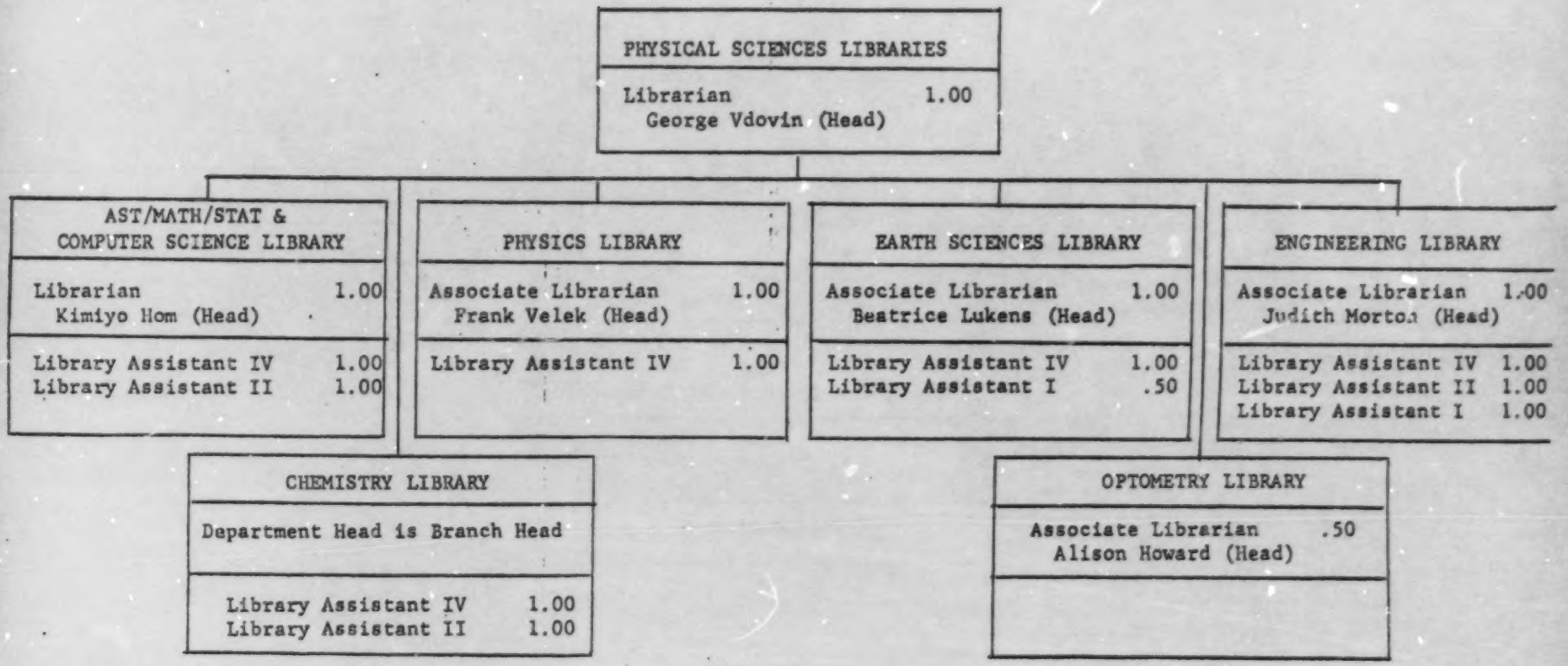

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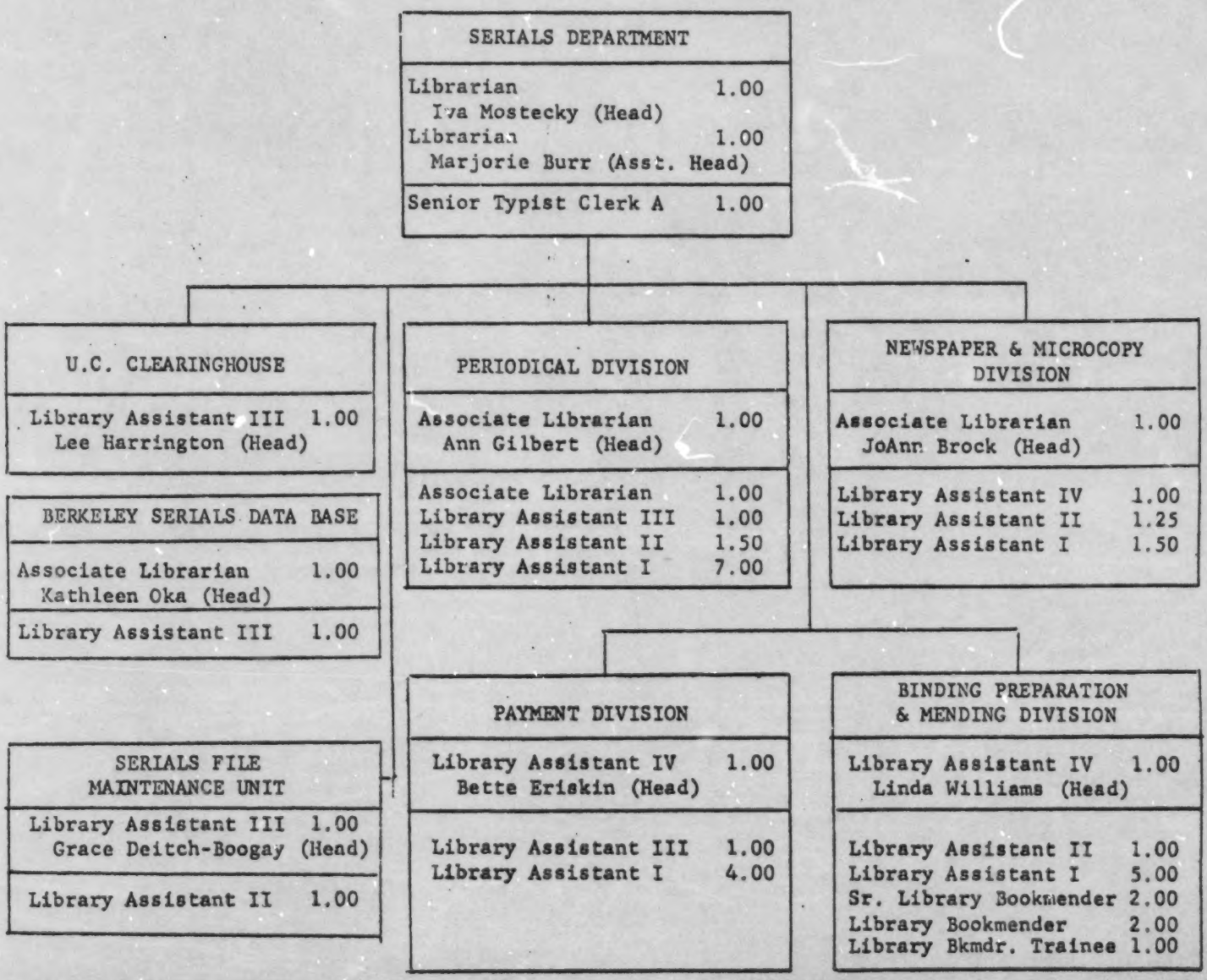

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Assistant Librarian	1.00
Principal ADP Systems Analyst	1.00
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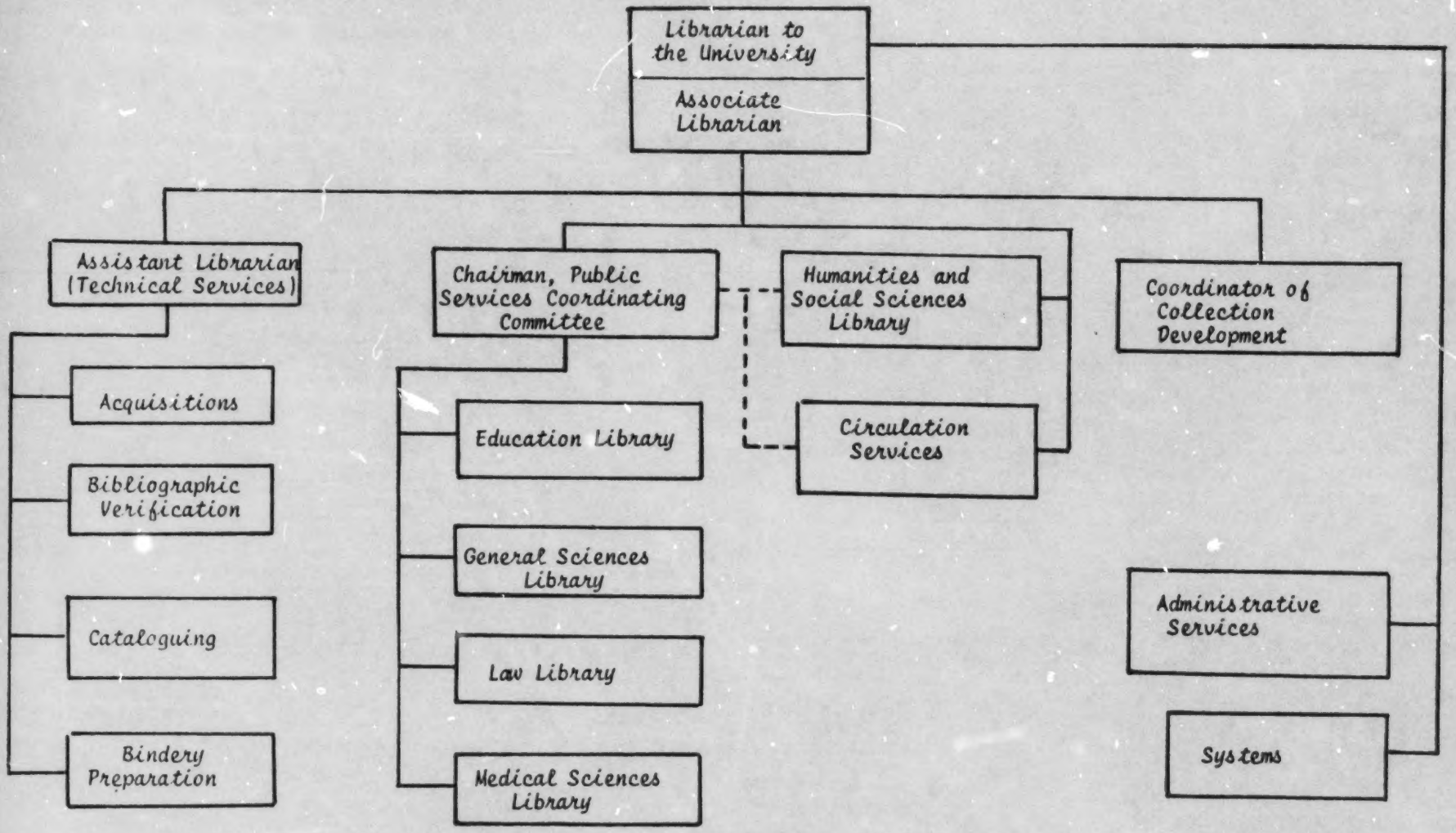
UNIVERSITY OF ALBERTA LIBRARY

ORGANIZATION CHART



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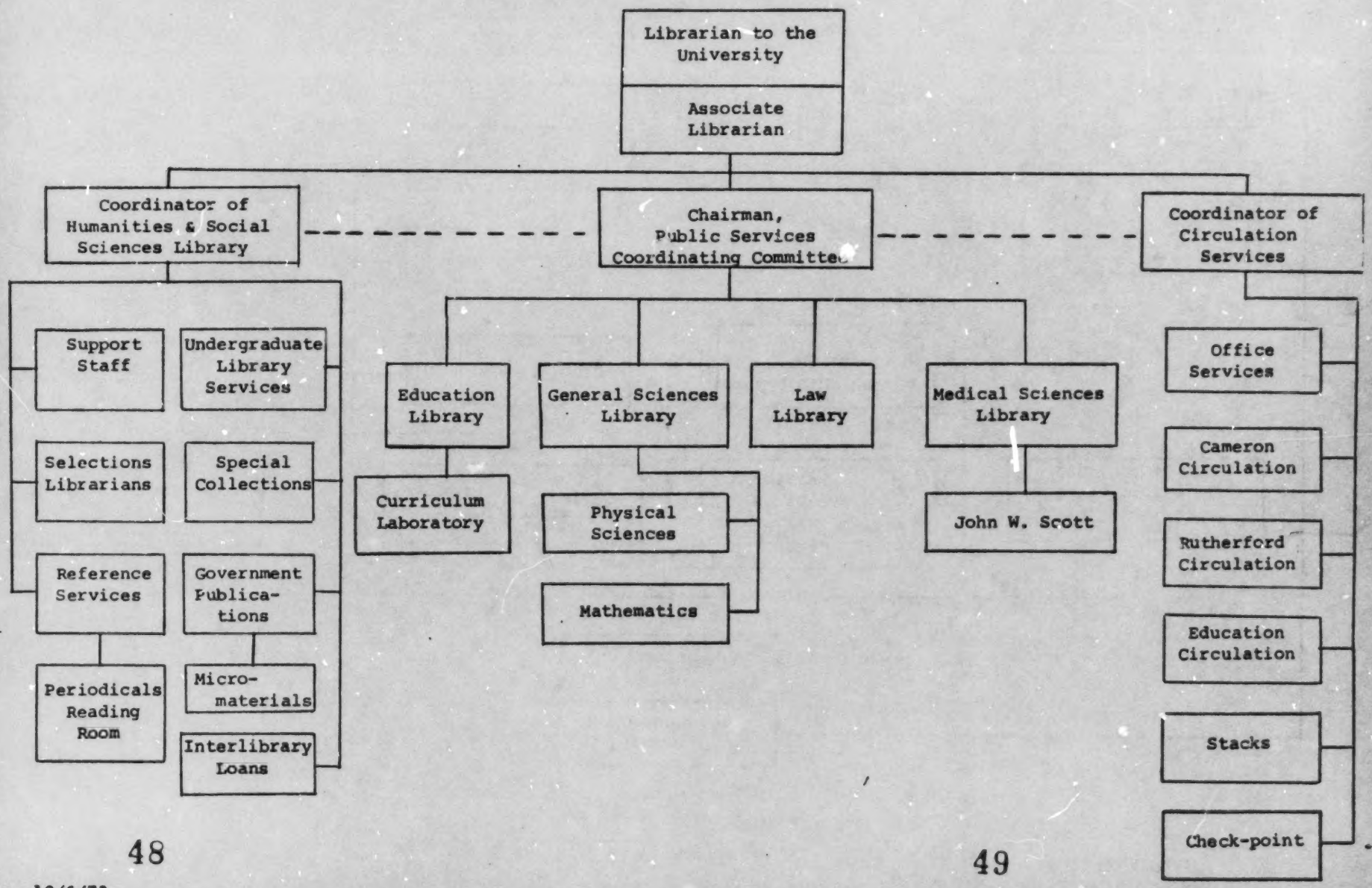
PUBLIC SERVICES ORGANIZATION CHART



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(Revised Oct. 7, 1977)

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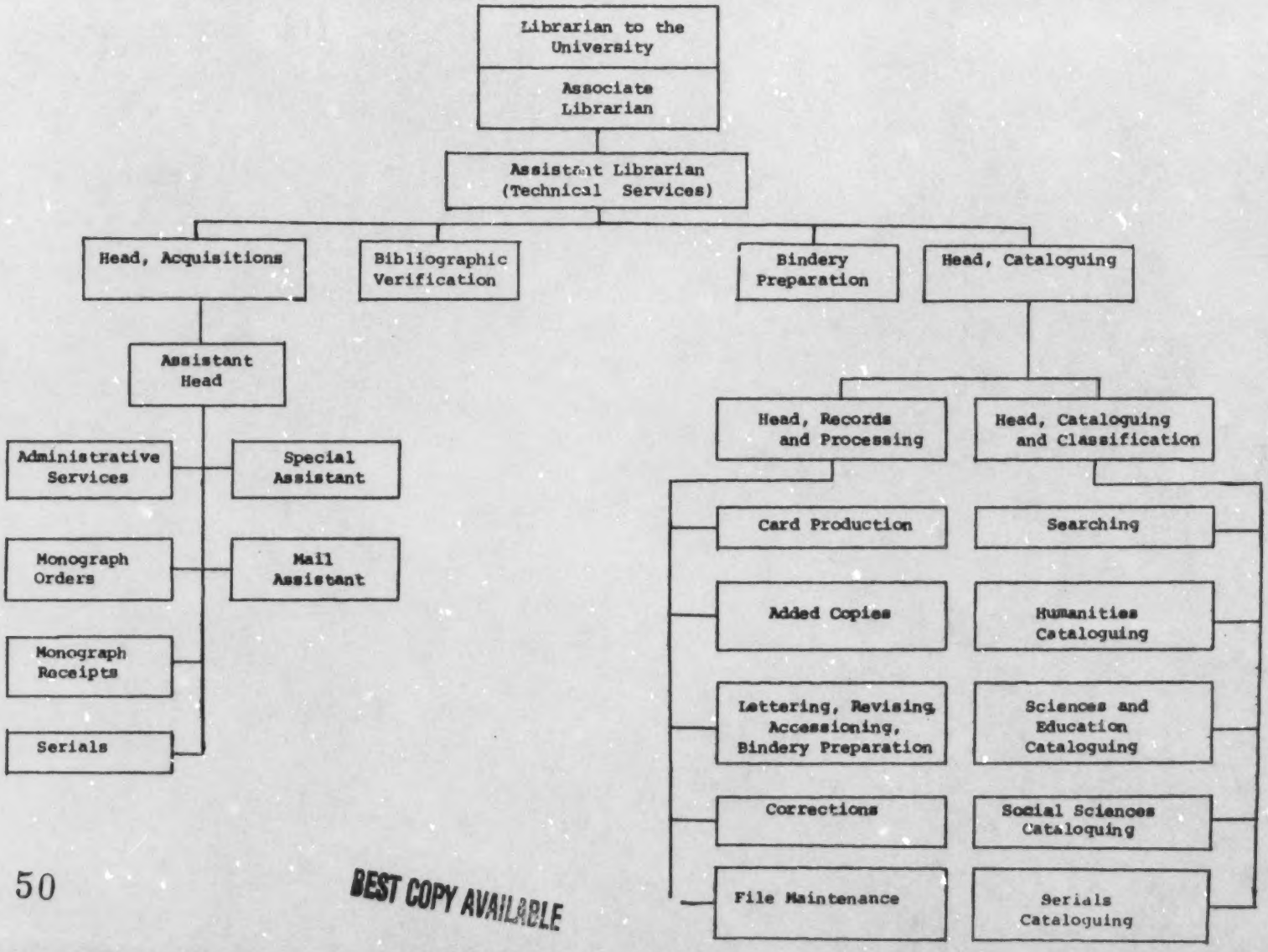
TECHNICAL SERVICES ORGANIZATION CHART



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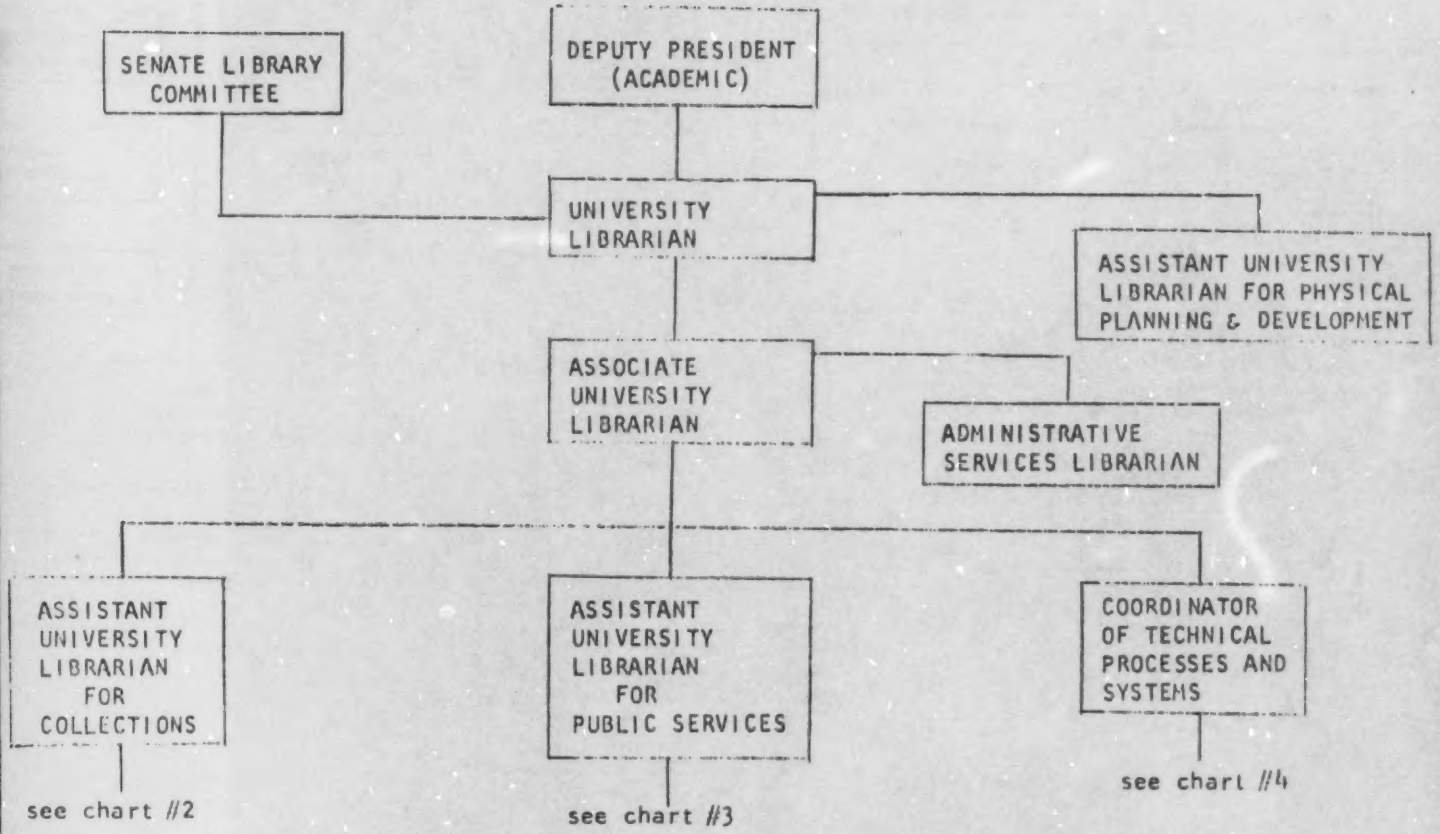
University of British Columbia

LIBRARY ORGANIZATION

Chart #1


SENATE LIBRARY COMMITTEE
DEPUTY PRESIDENT (ACADEMIC)
UNIVERSITY LIBRARIAN
ASSISTANT UNIVERSITY LIBRARIAN FOR PHYSICAL PLANNING & DEVELOPMENT
ASSOCIATE UNIVERSITY LIBRARIAN
ADMINISTRATIVE SERVICES LIBRARIAN
ASSISTANT UNIVERSITY LIBRARIAN FOR COLLECTIONS
ASSISTANT UNIVERSITY LIBRARIAN FOR PUBLIC SERVICES
COORDINATOR OF TECHNICAL PROCESSES AND SYSTEMS
see chart #2
see chart #3
see chart #4

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LIBRARY ORGANIZATION

Chart #2

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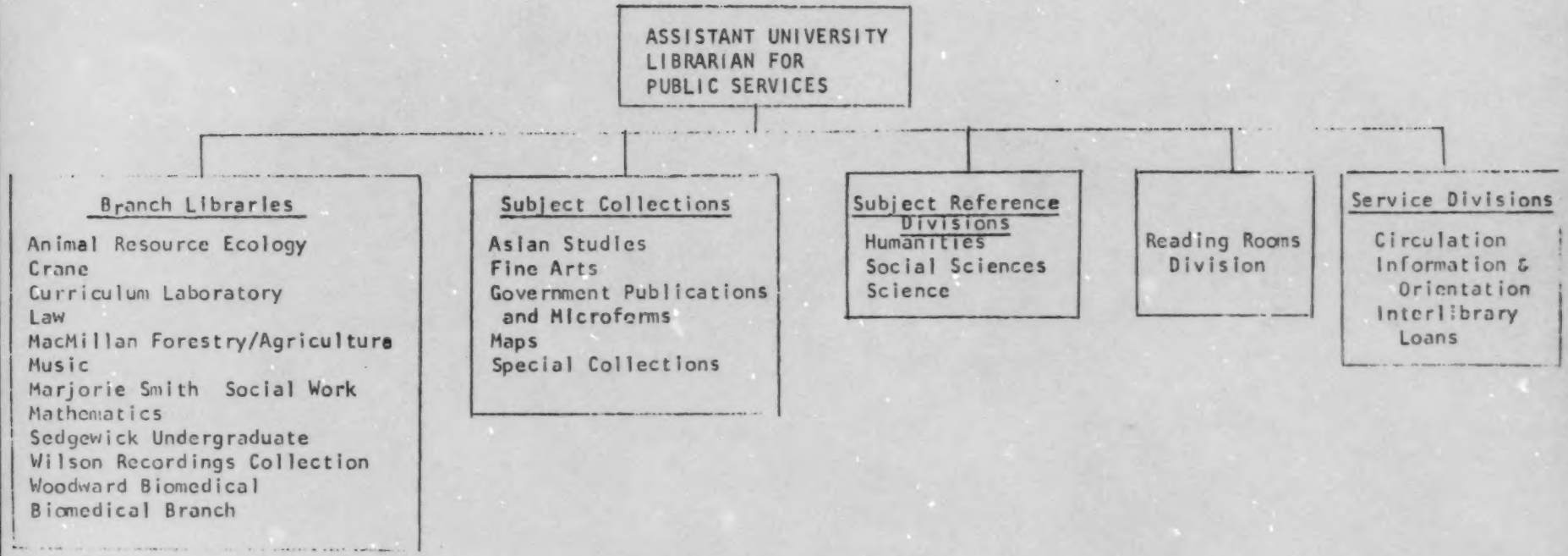
LIBRARY ORGANIZATION

Chart #3



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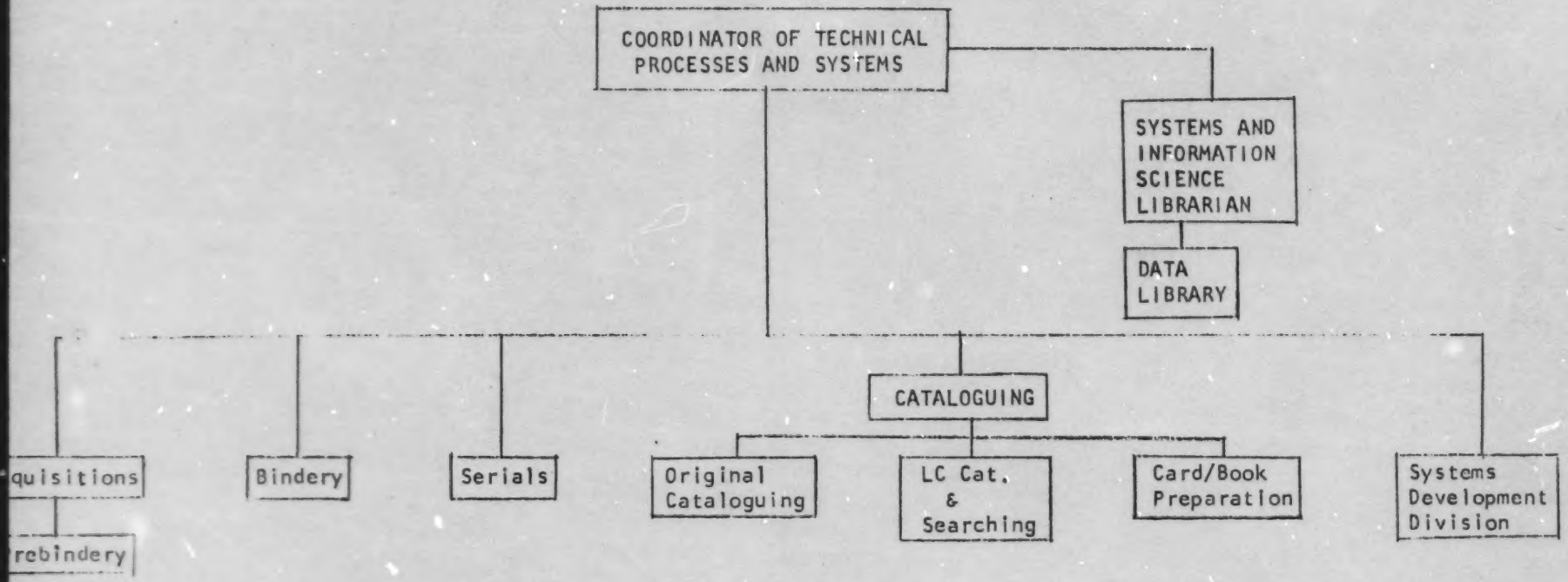
LIBRARY ORGANIZATION

Chart #4



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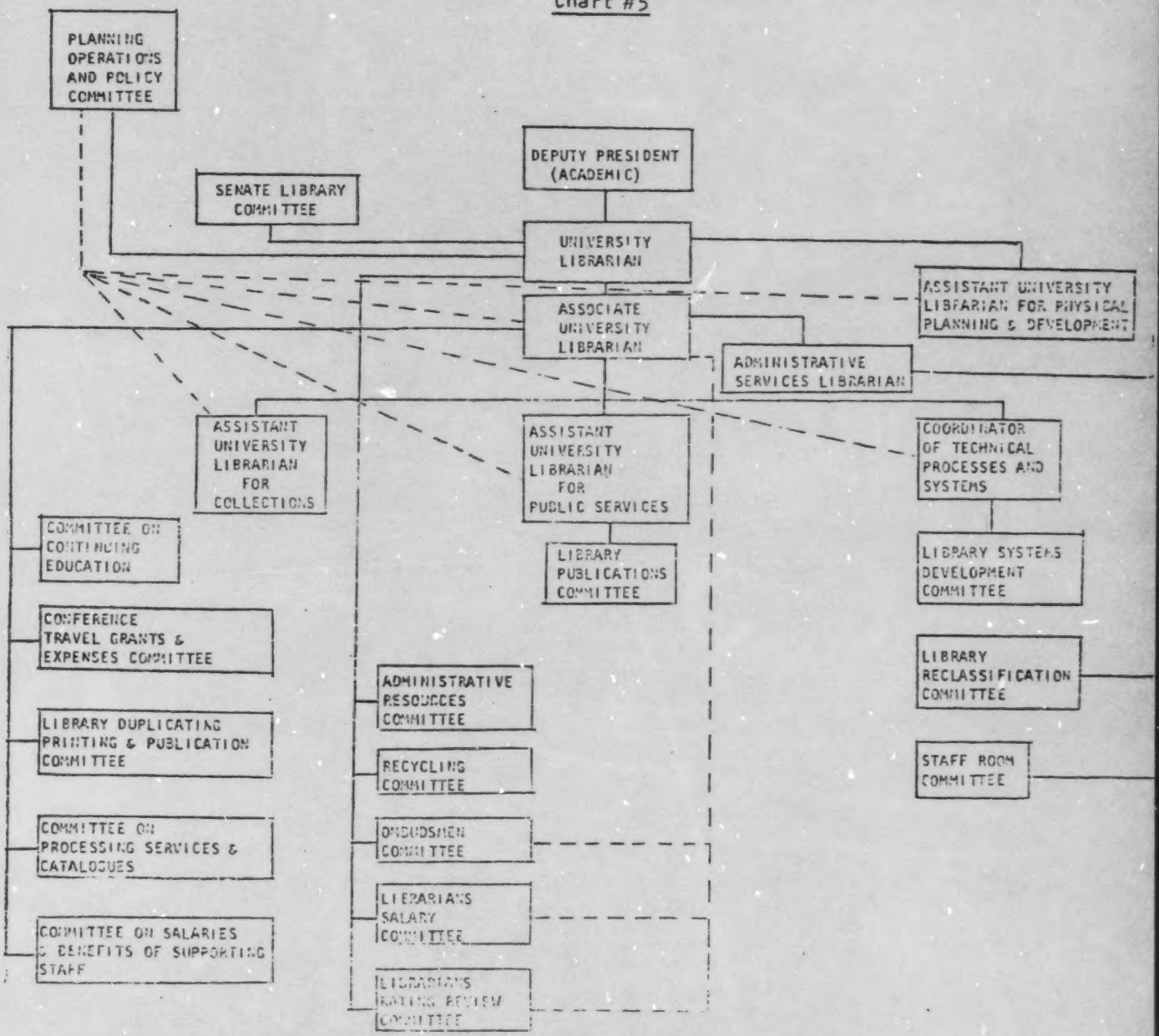
LIBRARY COMMITTEES

Chart #5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SENATE LIBRARY COMMITTEE
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ASSISTANT UNIVERSITY LIBRARIAN FOR PHYSICAL PLANNING & DEVELOPMENT
ASSOCIATE UNIVERSITY LIBRARIAN
ADMINISTRATIVE SERVICES LIBRARIAN
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COMMITTEE ON CONTINUING EDUCATION
LIBRARY PUBLICATIONS COMMITTEE
LIBRARY SYSTEMS DEVELOPMENT COMMITTEE
CONFERENCE TRAVEL GRANTS & EXPENSES COMMITTEE
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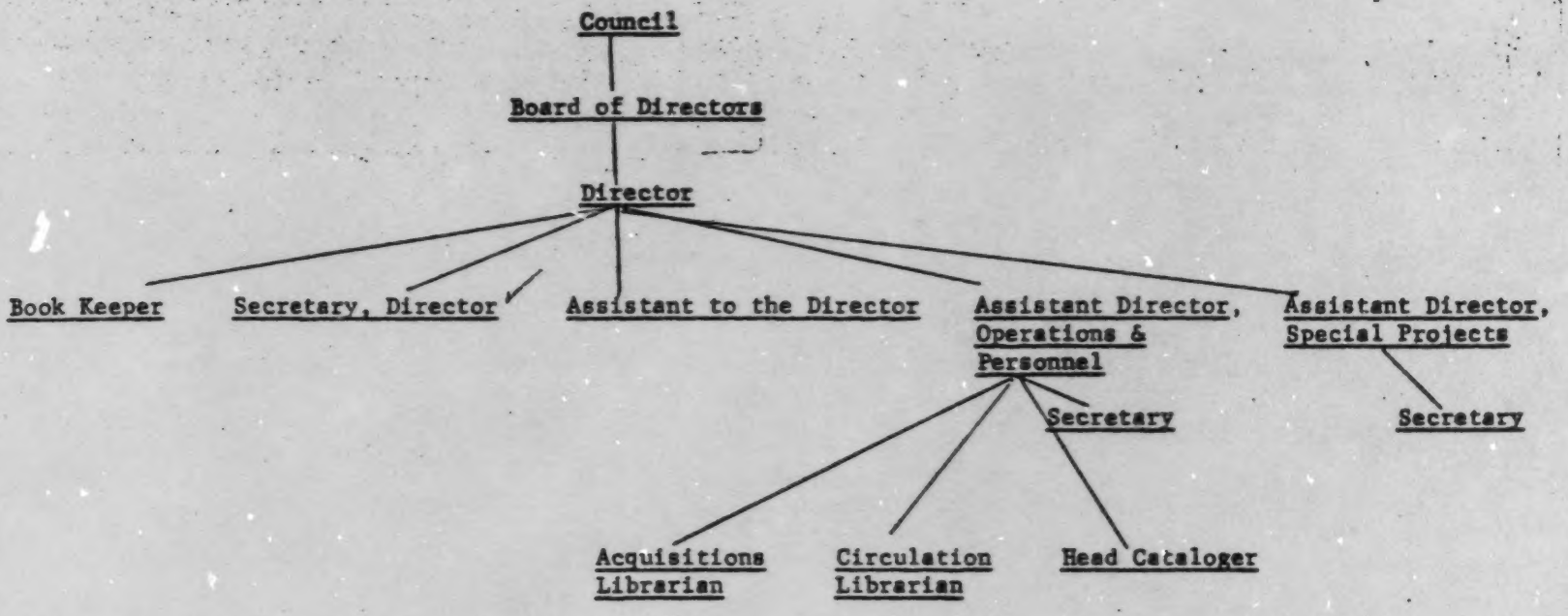
ADMINISTRATIVE RESOURCES COMMITTEE
LIBRARY DUPLICATING PRINTING & PUBLICATION COMMITTEE
RECYCLING COMMITTEE
STAFF ROOM COMMITTEE
COMMITTEE ON PROCESSING SERVICES & CATALOGUES
OMBUDSMEN COMMITTEE
LIBRARIANS SALARY COMMITTEE
COMMITTEE ON SALARIES & BENEFITS OF SUPPORTING STAFF
LIBRARIANS RATING REVIEW COMMITTEE

ADMINISTRATIVE STAFF



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2. The number of Student Assistants assigned to a Department or section of a Department will vary from time to time depending upon current needs. While working with the Department the Student Assistants will be immediately responsible to one person within the Department though they are expected to cooperate with all members of the Department.

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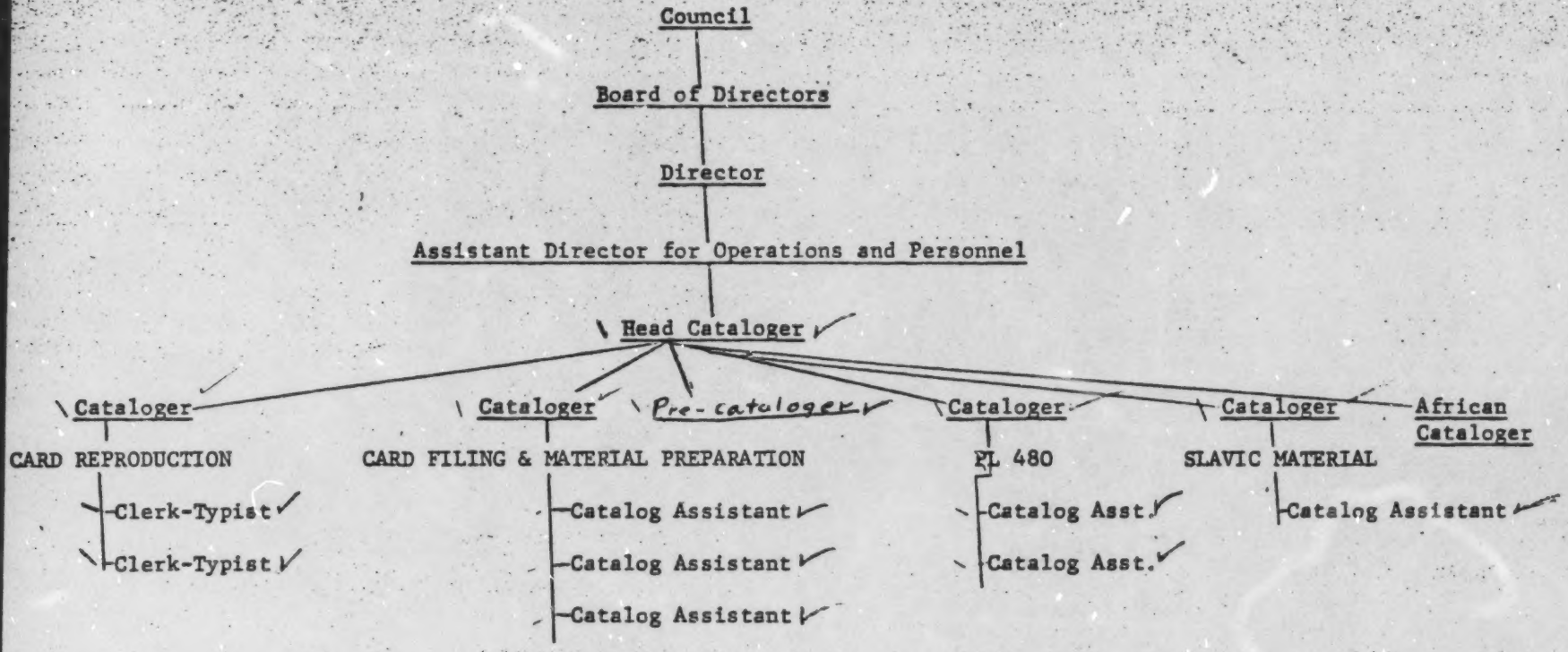
Center for Research Libraries

CATALOG DEPARTMENT



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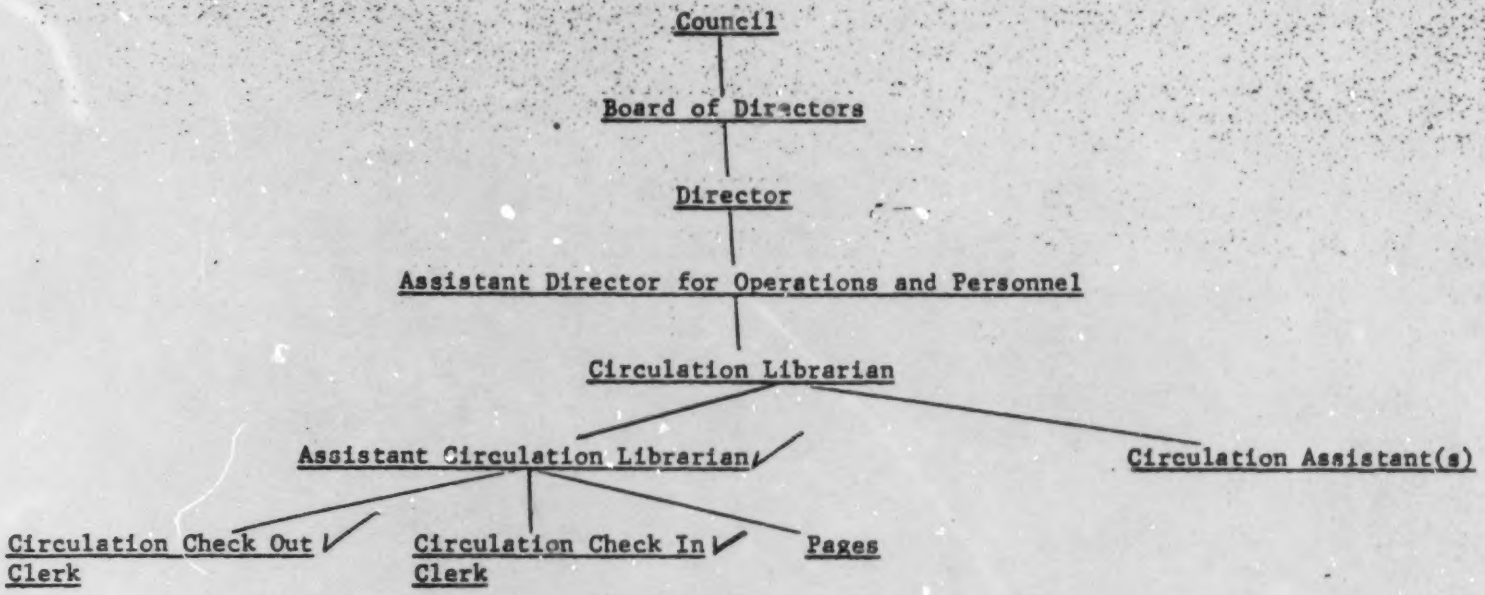
CIRCULATION DEPARTMENT



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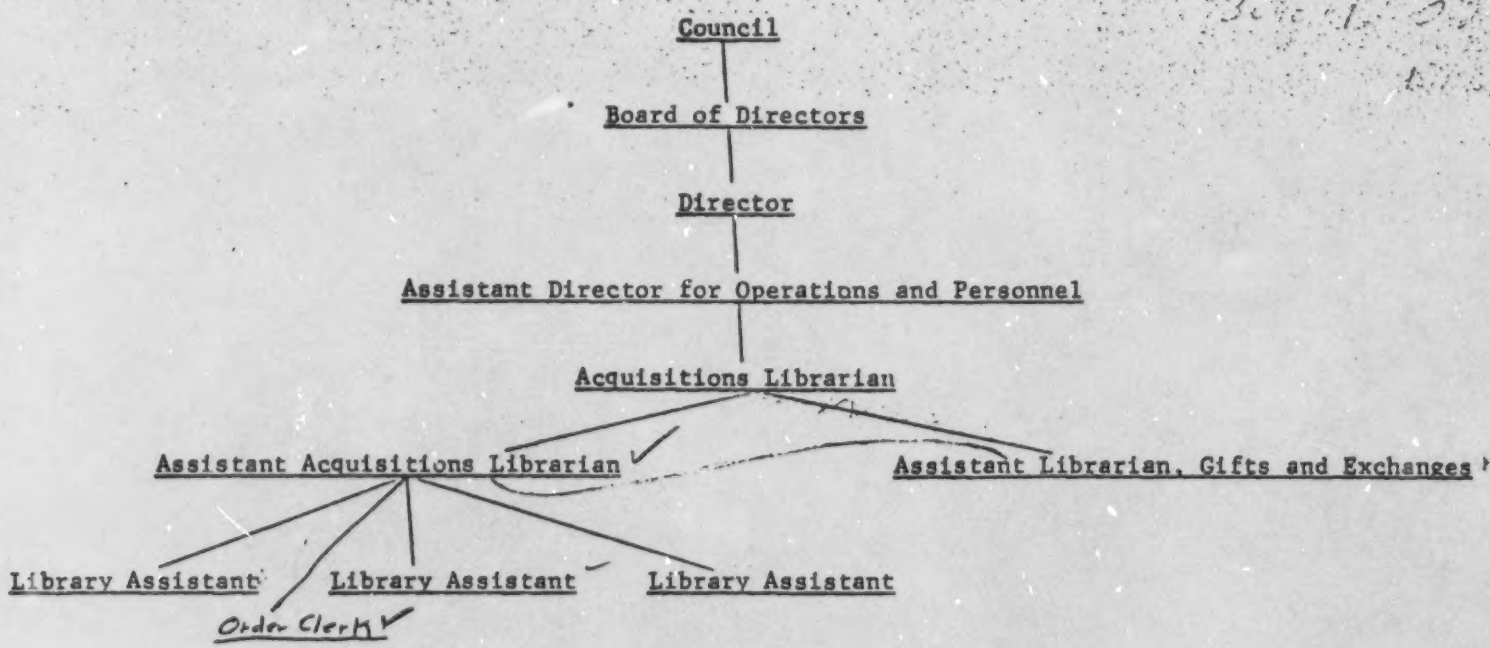
Center for Research Libraries

ACQUISITION DEPARTMENT
(SERIALS SECTION)



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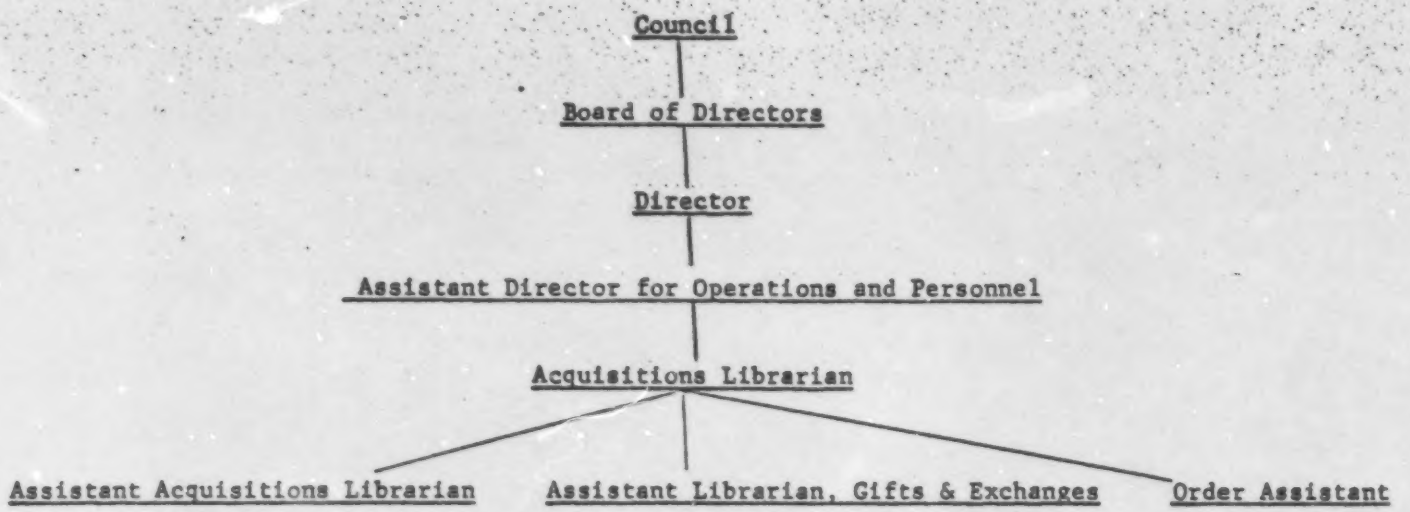
Center for Research LIbraries

ACQUISITIONS DEPARTMENT
(ORDERS)



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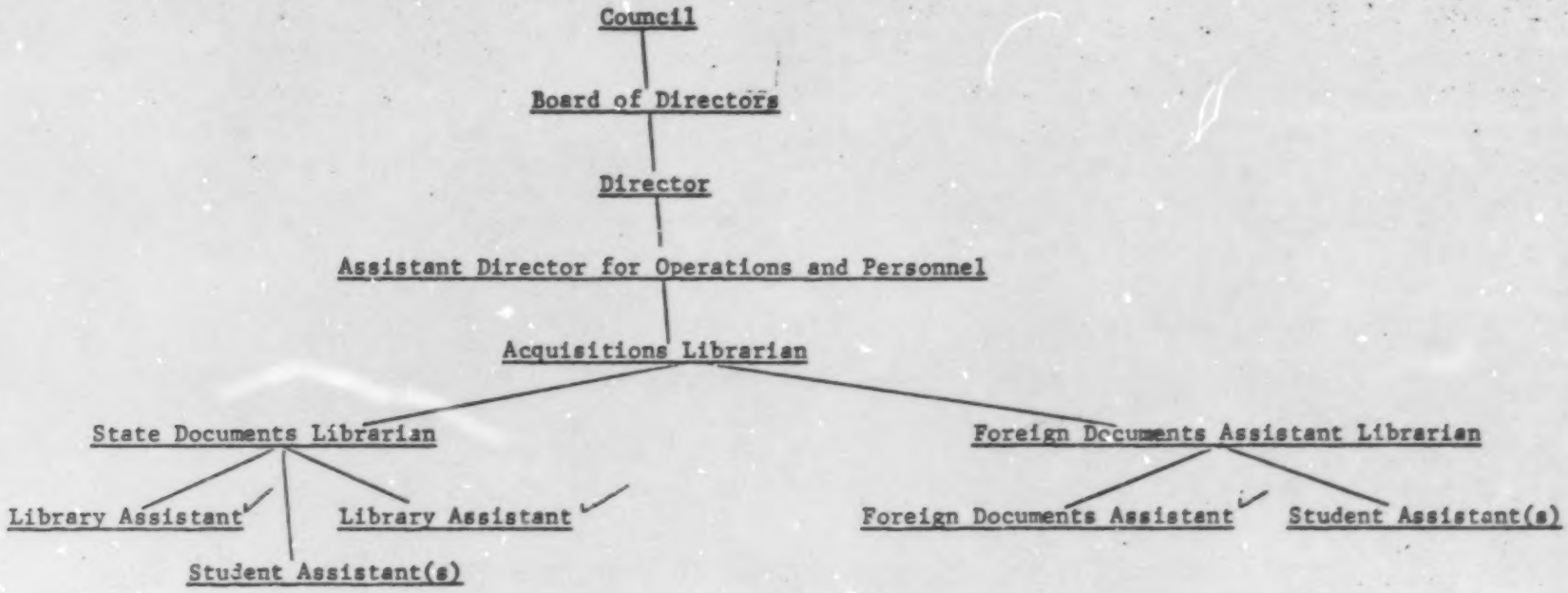
ACQUISITIONS DEPARTMENT
(DOCUMENTS DIVISION)



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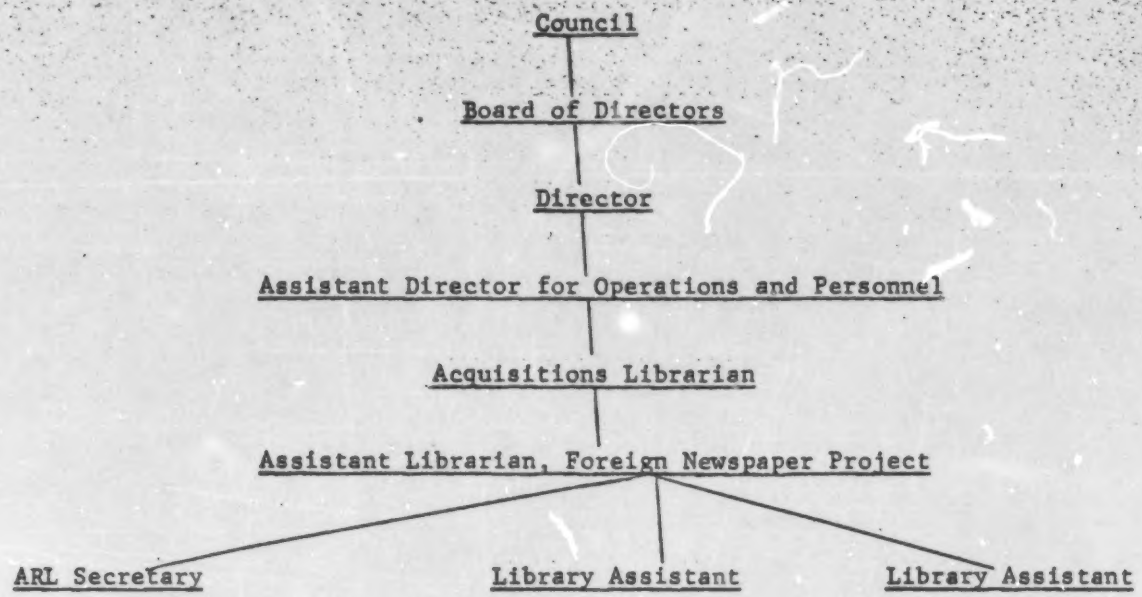
Center for Research Libraries

ACQUISITIONS DEPARTMENT
(ARL FOREIGN NEWSPAPER PROJECT)



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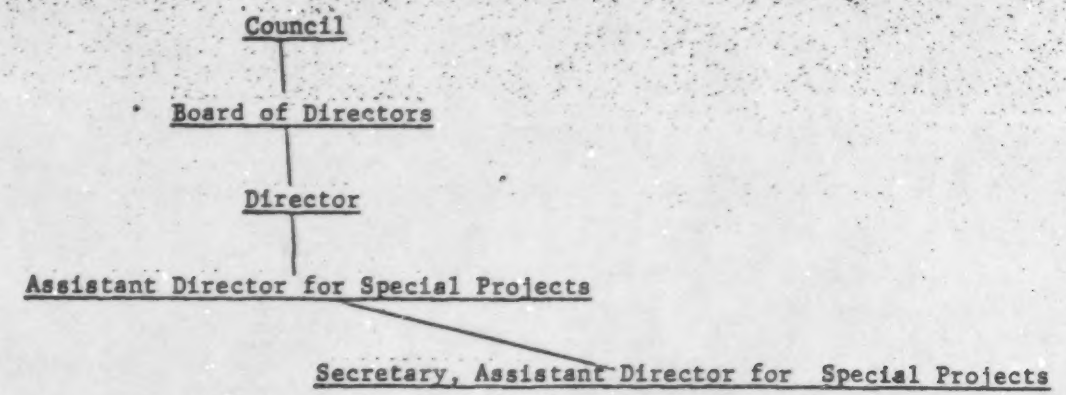
Center for Research Libraries

SPECIAL PROJECTS



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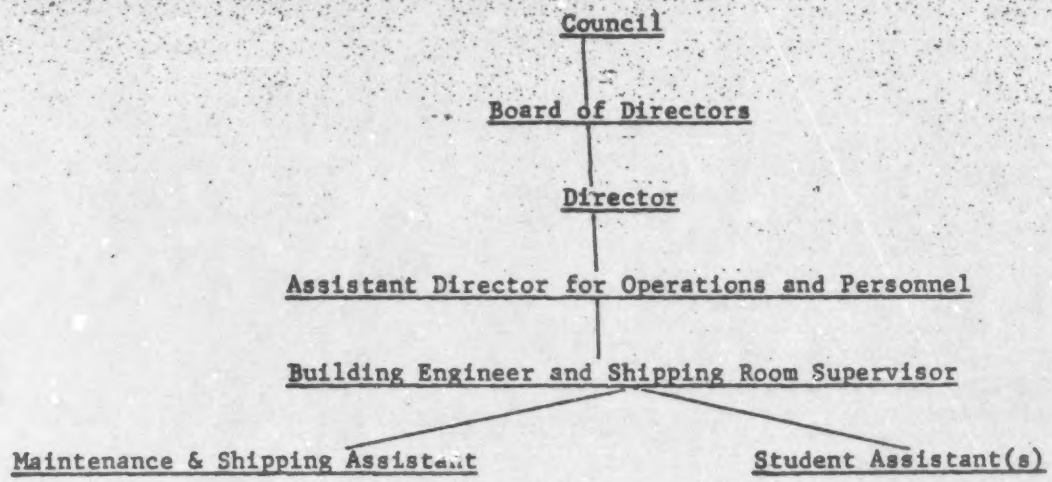
Center for Research Libraries

BUILDING AND SHIPPING



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CORNELL UNIVERSITY LIBRARIES

The Director of Libraries reports to the Vice President for Research. The Vice President for Research reports to the Provost and the Provost, to the President.
A Library Board, composed of fifteen faculty members, advises the Director on general library policy.

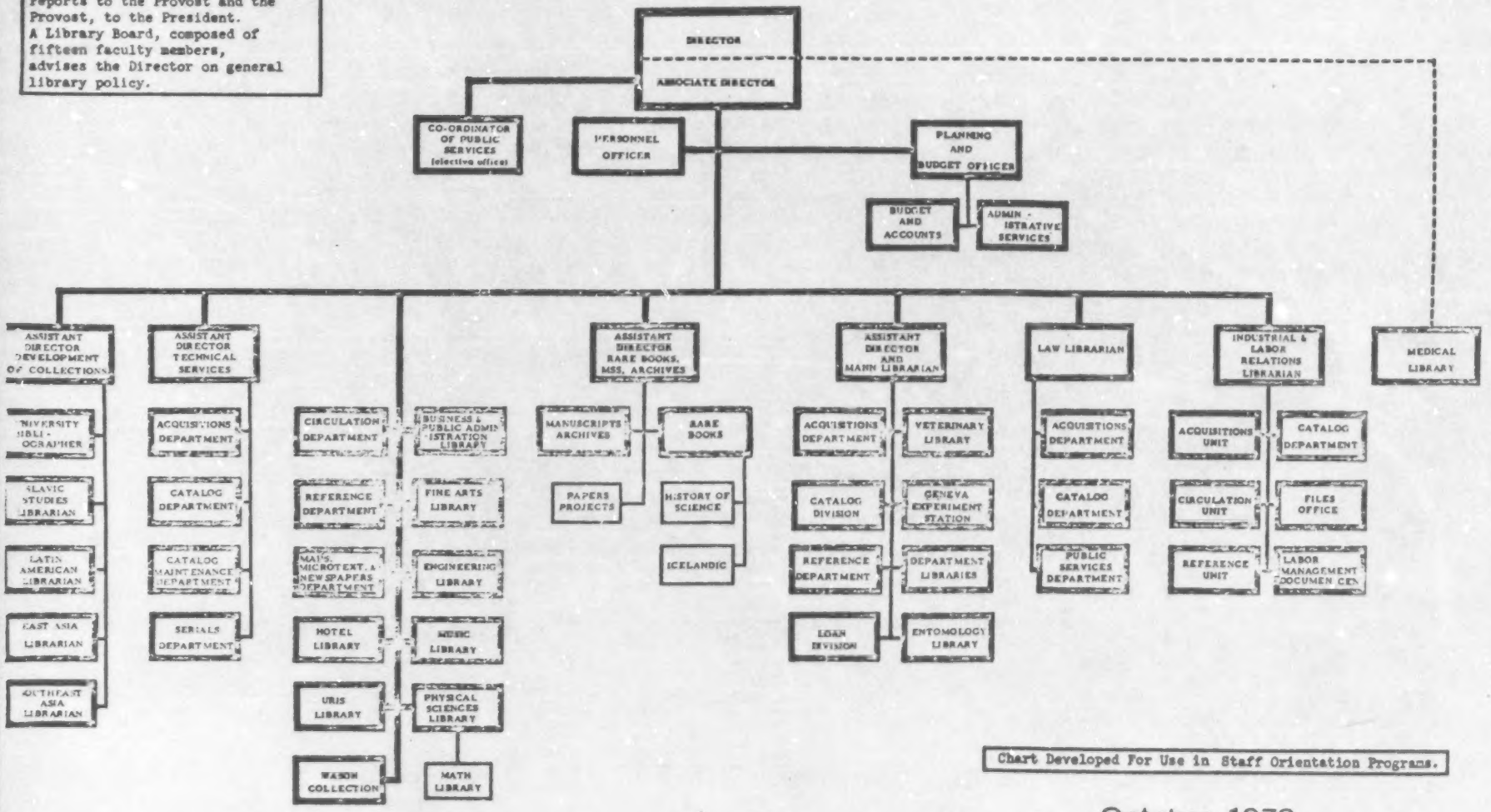

Chart Developed For Use in Staff Orientation Programs.

October 1972

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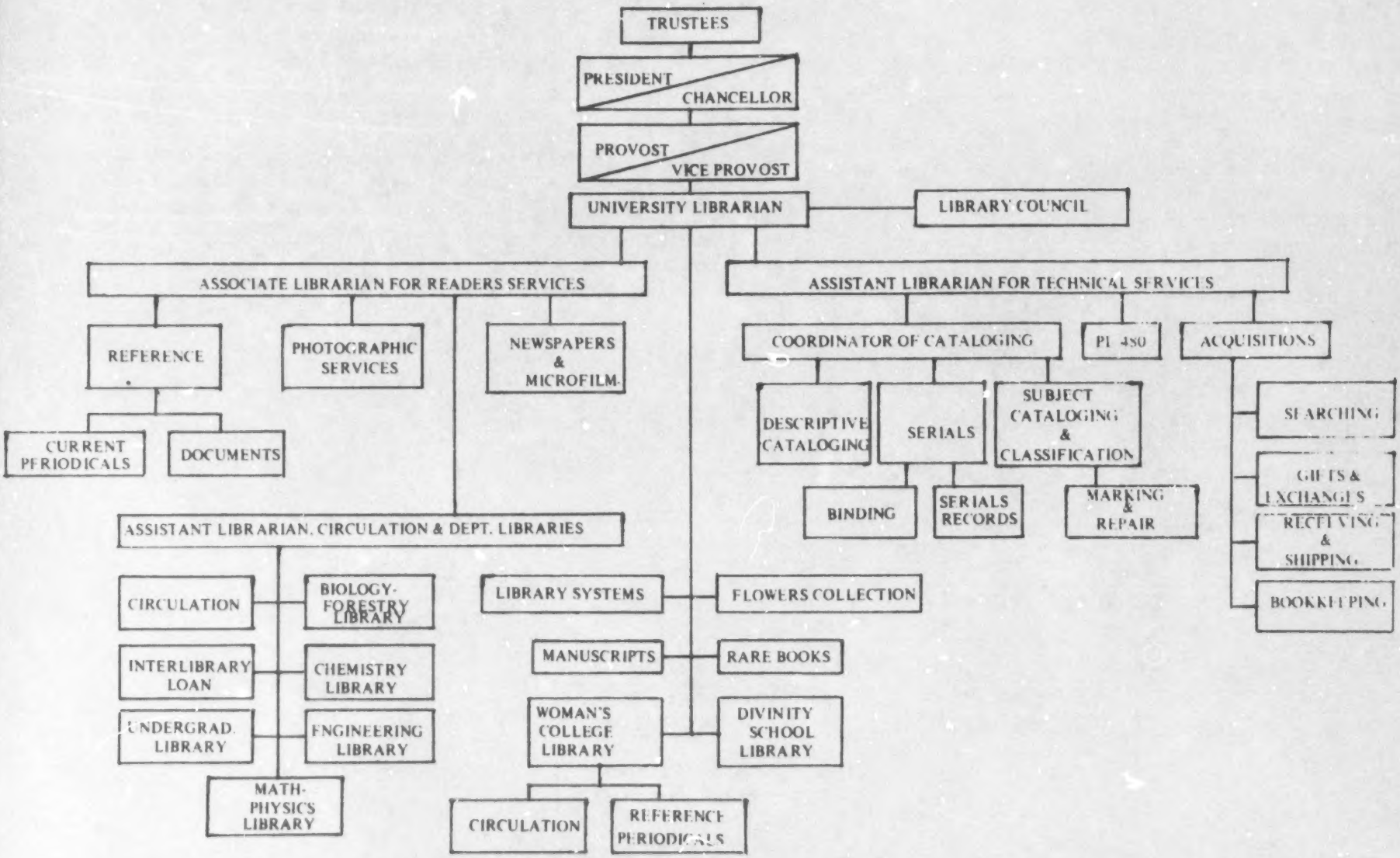
ORGANIZATIONAL CHART -- DUKE UNIVERSITY LIBRARY



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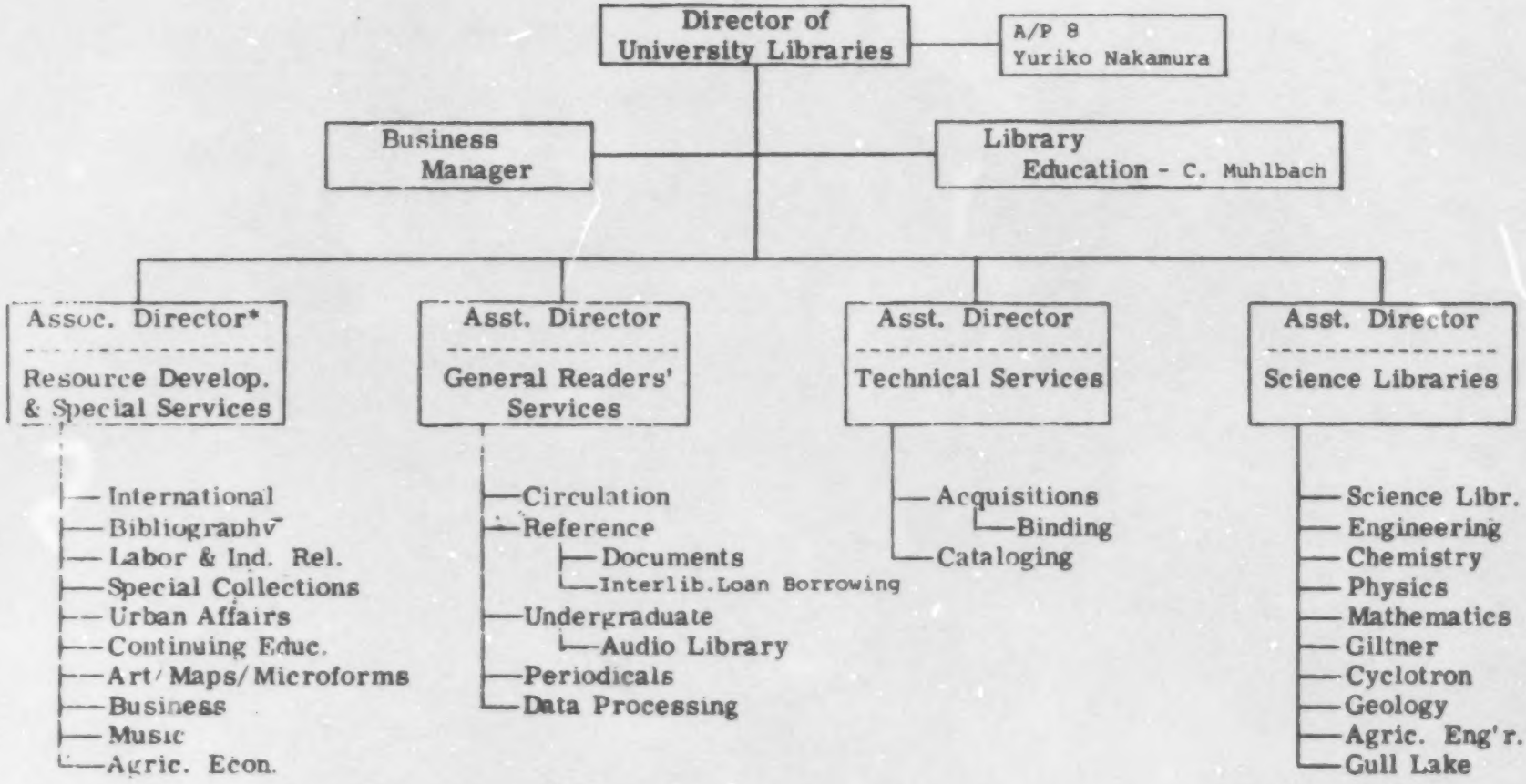
PRINTED, 1971

MICHIGAN STATE UNIVERSITY

Library Organization
(Communication & Action)



*Acts in absence of Director

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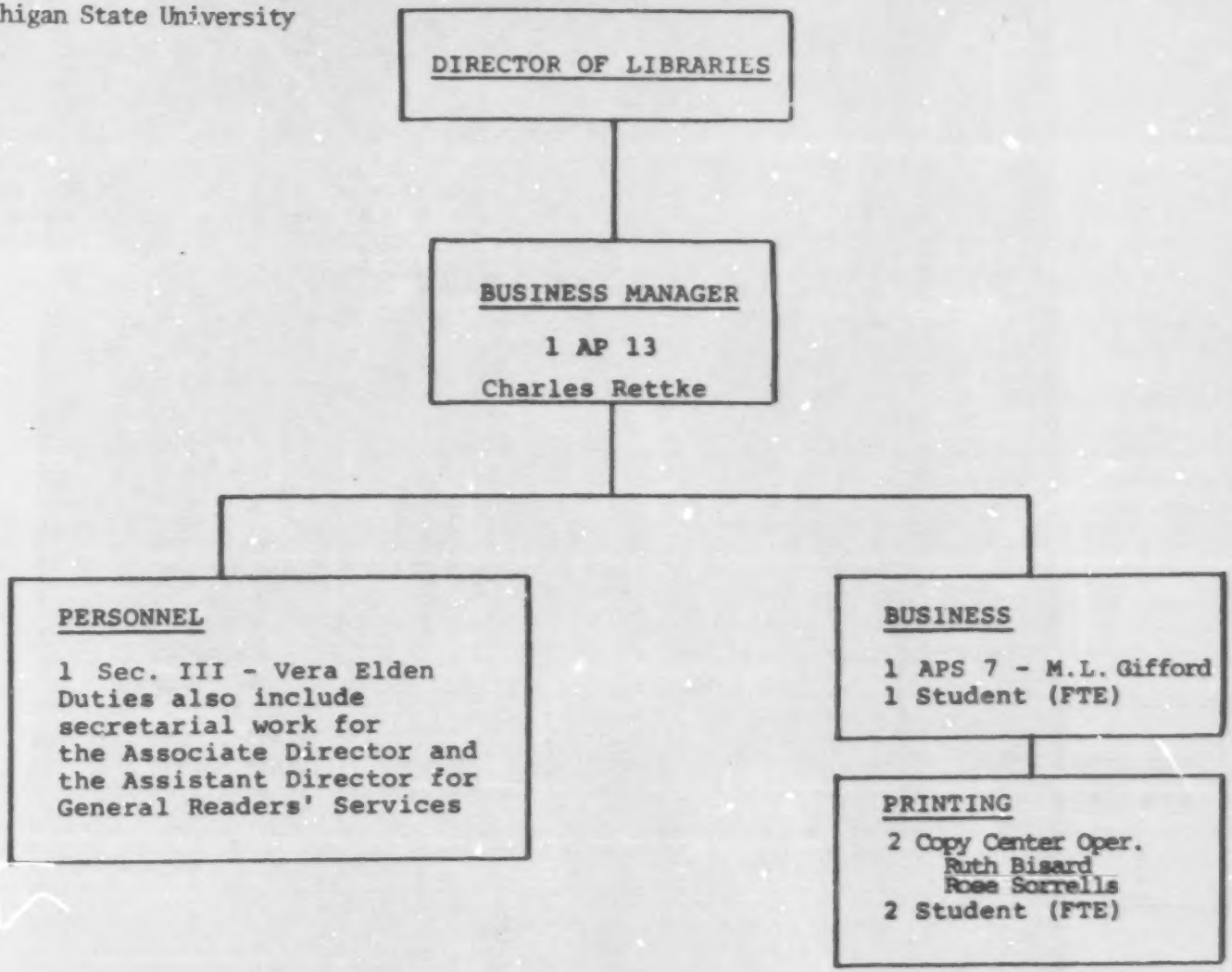
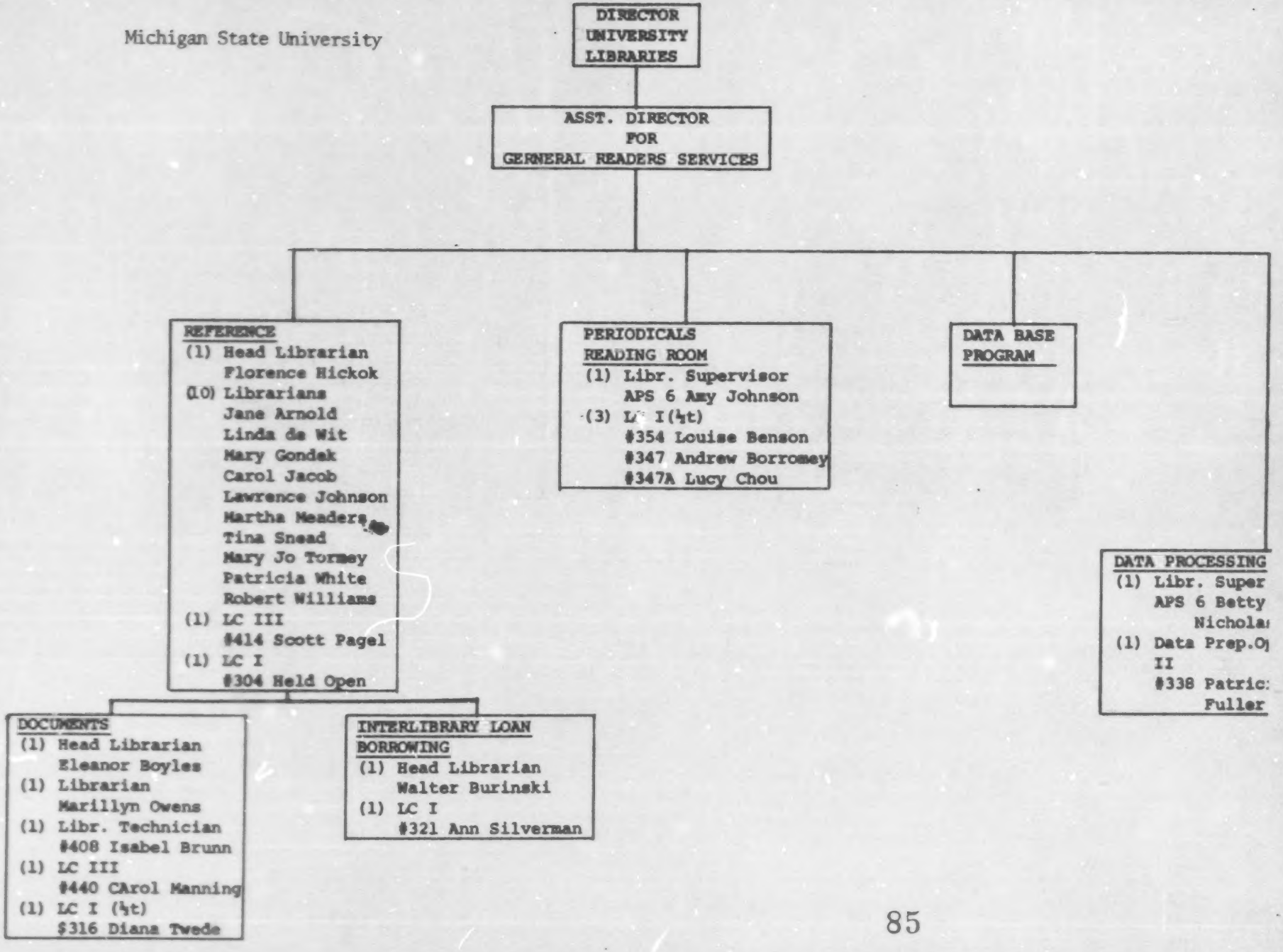
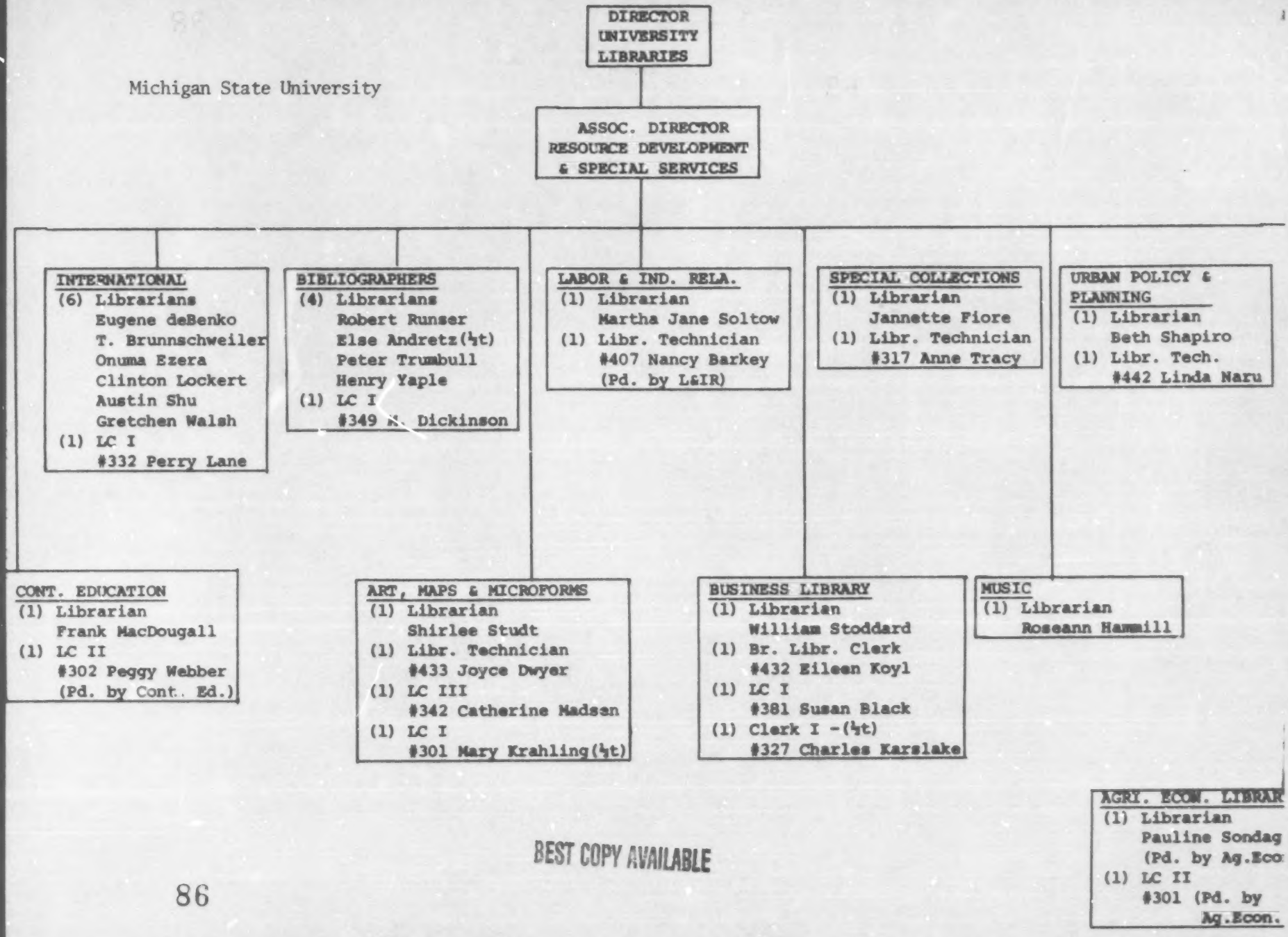
Michigan State University



Michigan State University



Michigan State University



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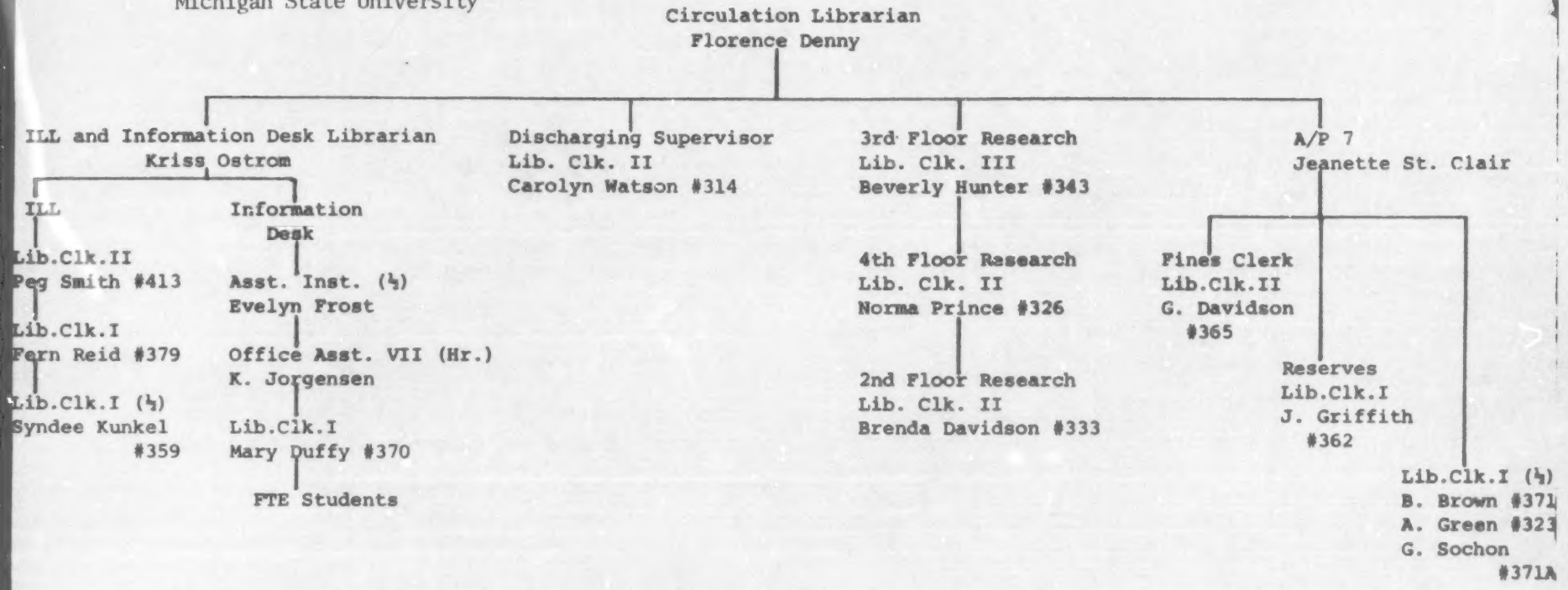
Michigan State University



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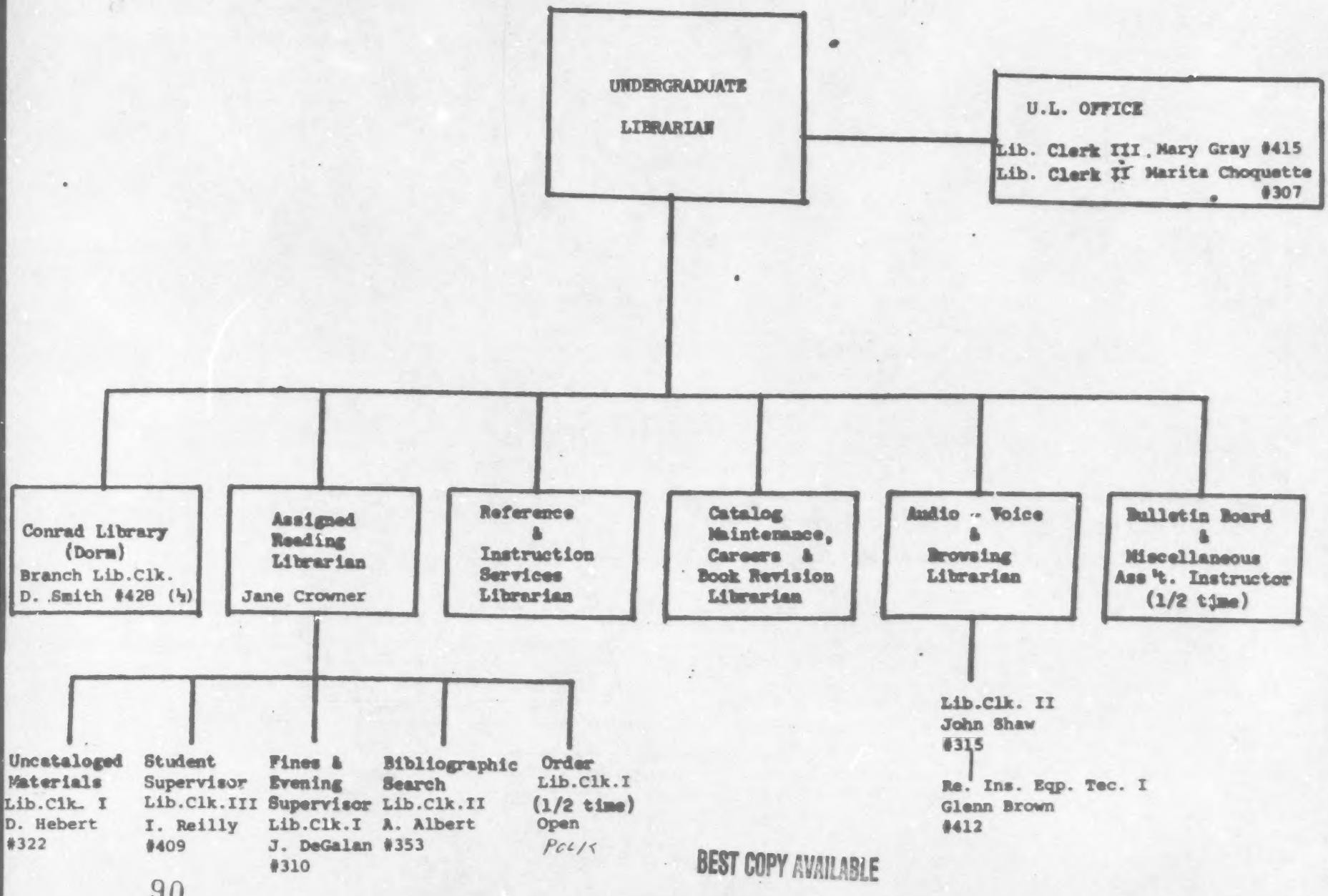
Michigan State University



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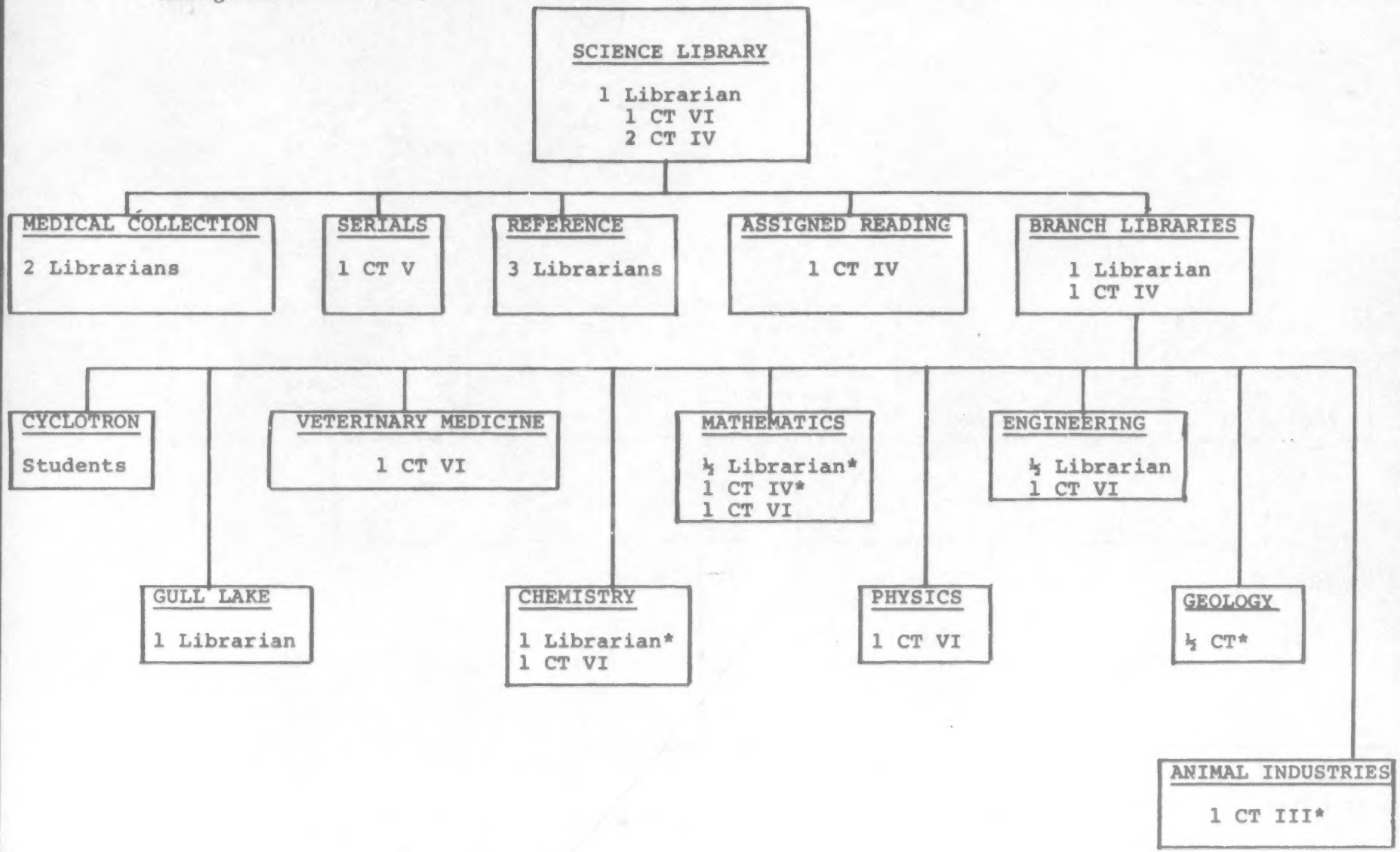
Feb, 1976

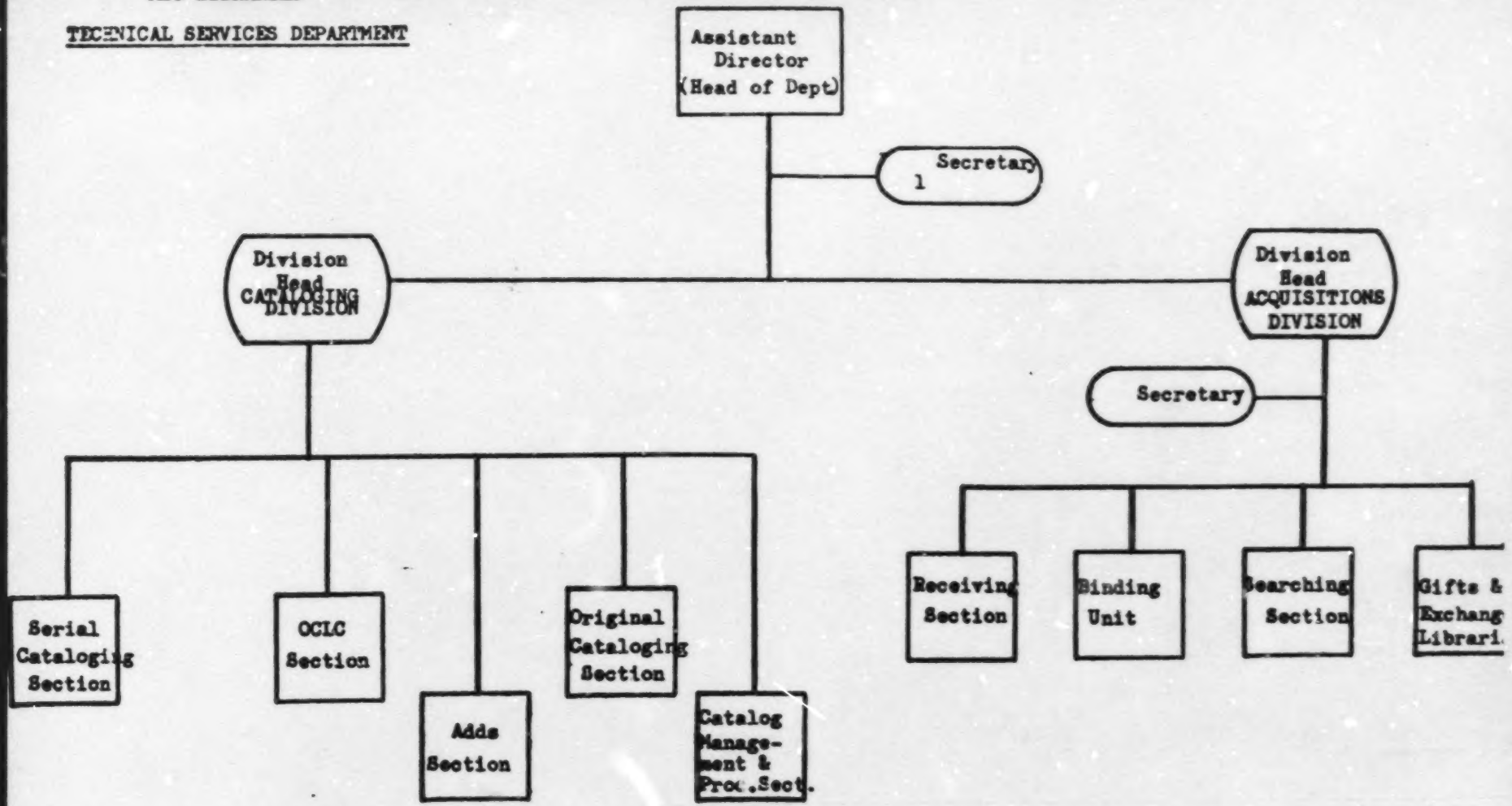
Michigan State University



* Not paid by Library.

MSU LIBRARIES

TECHNICAL SERVICES DEPARTMENT



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Michigan State University Libraries
Technical Services Department

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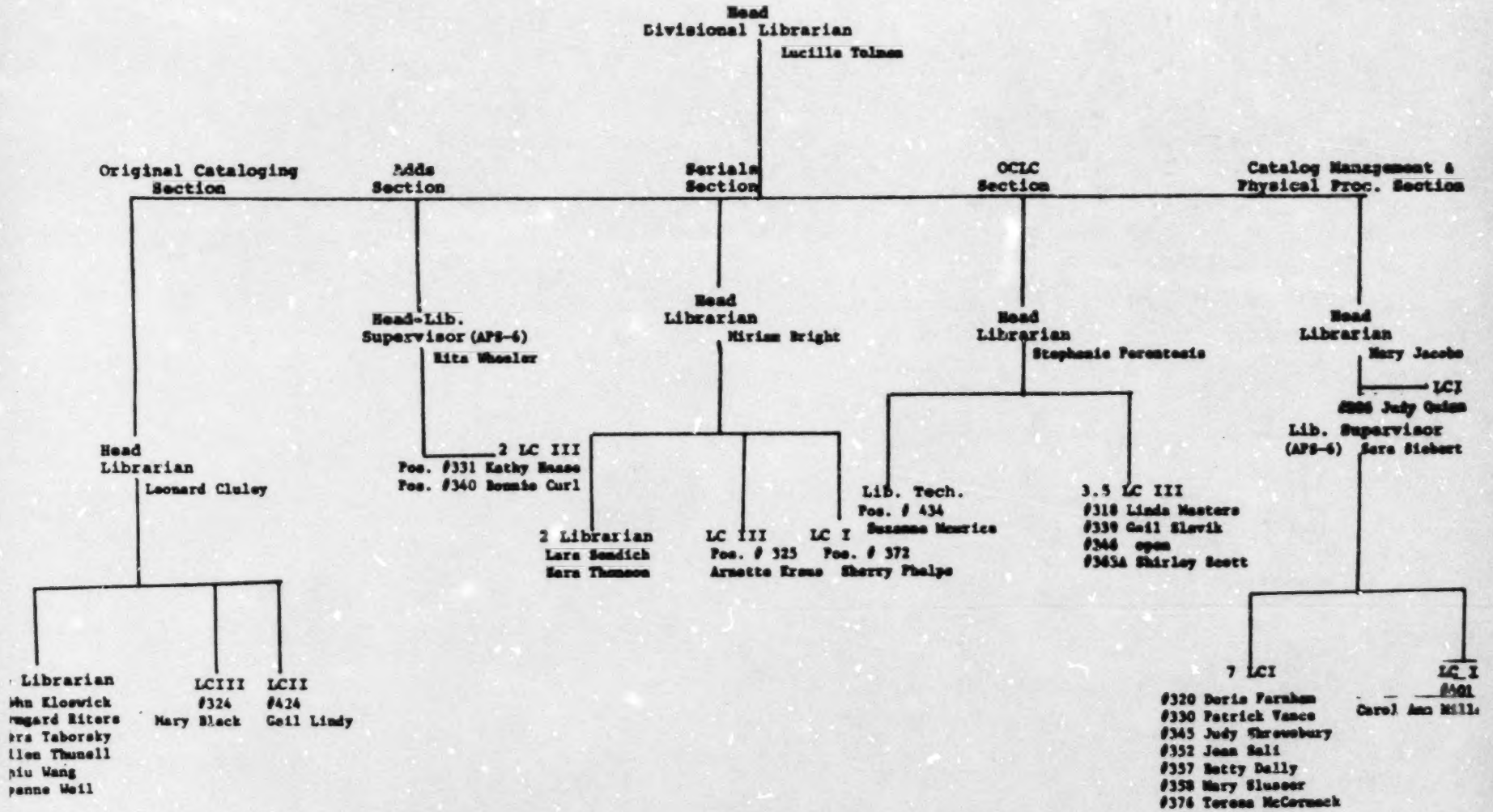
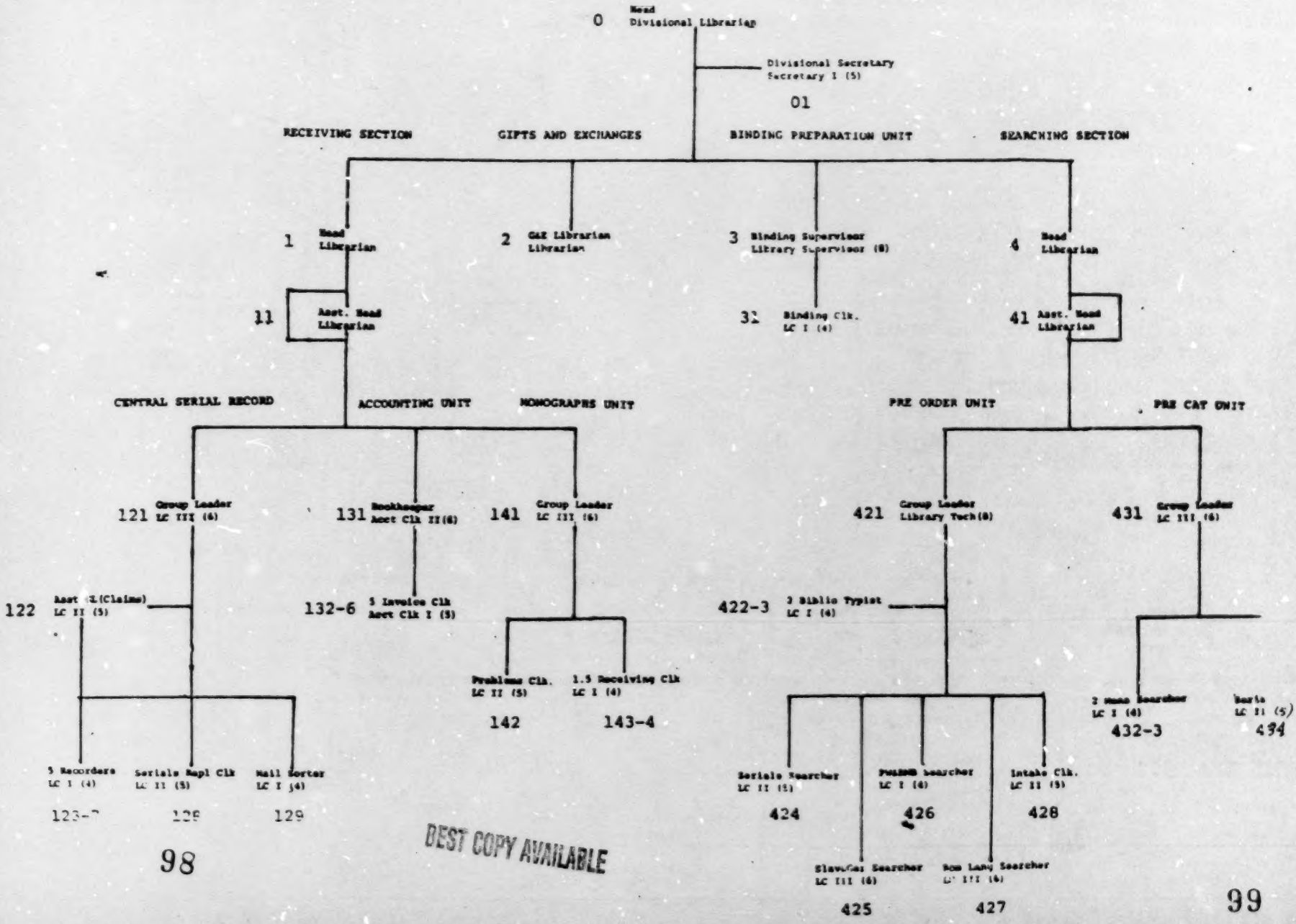
CATALOGING DIVISION



Organization Chart (8/3/77)

ACQUISITIONS DIVISION

Michigan State University



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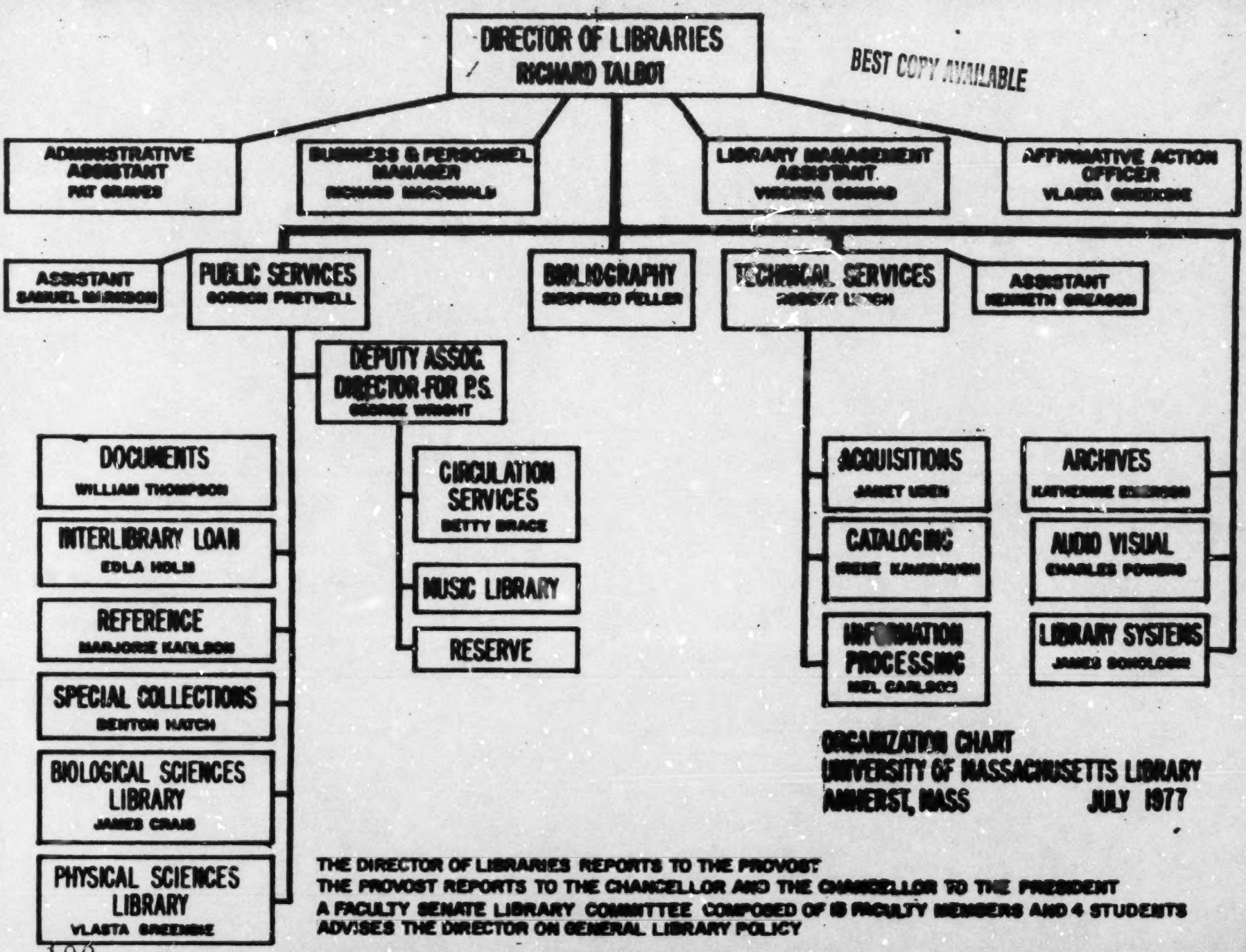

ORGANIZATION CHART
UNIVERSITY OF MASSACHUSETTS LIBRARY
AMHERST, MASS JULY 1977

THE DIRECTOR OF LIBRARIES REPORTS TO THE PROVOST
THE PROVOST REPORTS TO THE CHANCELLOR AND THE CHANCELLOR TO THE PRESIDENT
A FACULTY SENATE LIBRARY COMMITTEE COMPOSED OF 18 FACULTY MEMBERS AND 4 STUDENTS ADVISES THE DIRECTOR ON GENERAL LIBRARY POLICY

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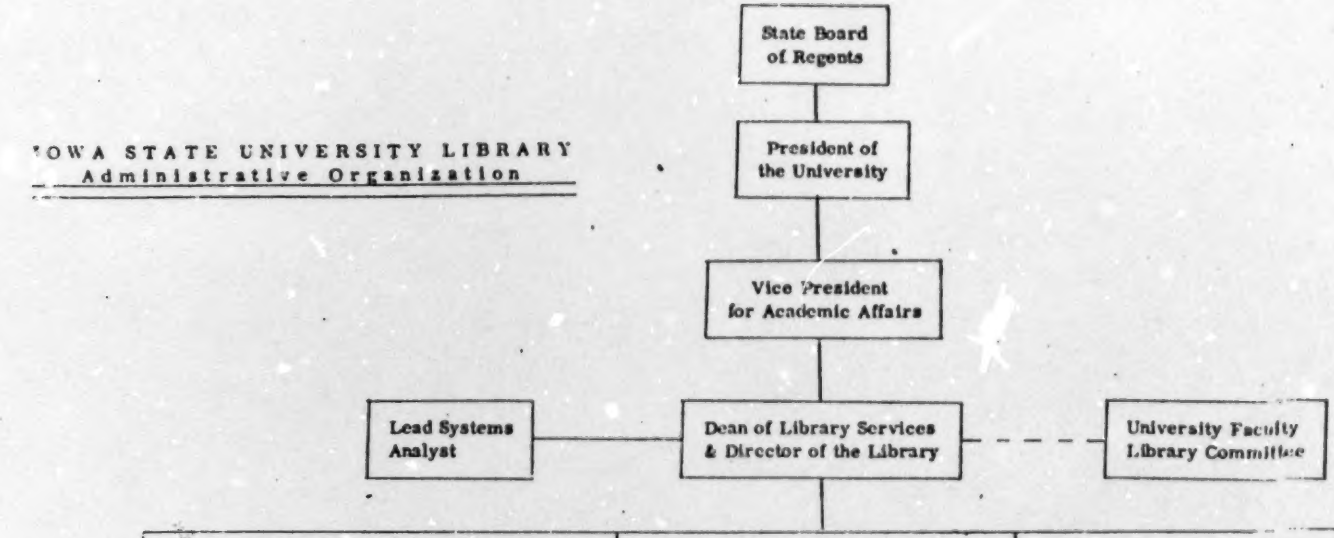
IOWA STATE UNIVERSITY LIBRARY
Administrative Organization


State Board of Regents
President of the University
Vice President for Academic Affairs
Lead Systems Analyst
Dean of Library Services & Director of the Library
University Faculty Library Committee
Assistant Director for Administrative Services
Assistant Director for Public Services
Assistant Director for Resources
Assistant Director for Technical Services

-Business Services
  Bookkeeping Section
  Supply Room/Bldg. Maintenance Section
  Shipping/Rec./Mailing Section
-Personnel Services
-Photoduplication Service
-Undergraduate Lib. Instruction
-Veterinary Medical Library

-Circulation Department
  Circulation Desk
  Periodical Room
  Stacks Maintenance Section
  Reserve Section
-Government Publications Dept.
  Map Room
-Media and Microform Center
-Reference Department
  Reference Desk
  Information Desk
  Interlibrary Loans
  Coordinator of Reading Rooms
    Arch. R. R.
    Econ. & Soc. R. R.
    Engr. R. R.
    Mathematics R. R.
    Physical Sciences R. R.

-Biol. Sci./Agr. Bibliog.
-Humanities Bibliographer
-Phys. Sci./Engr. Bibliog.
-Social Sci. Bibliographer
-Special Collections
  University Archives

-Monographs Department
  Search/Catalog Section
  Approval/Continuation Section
  Original Cataloging Section
  Maintenance/Preparation Section
  OCLC Coordinator
-Order Department
  Ordering/Receiving Section
-Serials Department
  Serials Records/Acquisitions Sec.
  Serials Cataloging Section
  Gifts and Exchanges Section
  Bindery Preparation Section

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Organization of the University Library
The University of Michigan
Ann Arbor, Michigan

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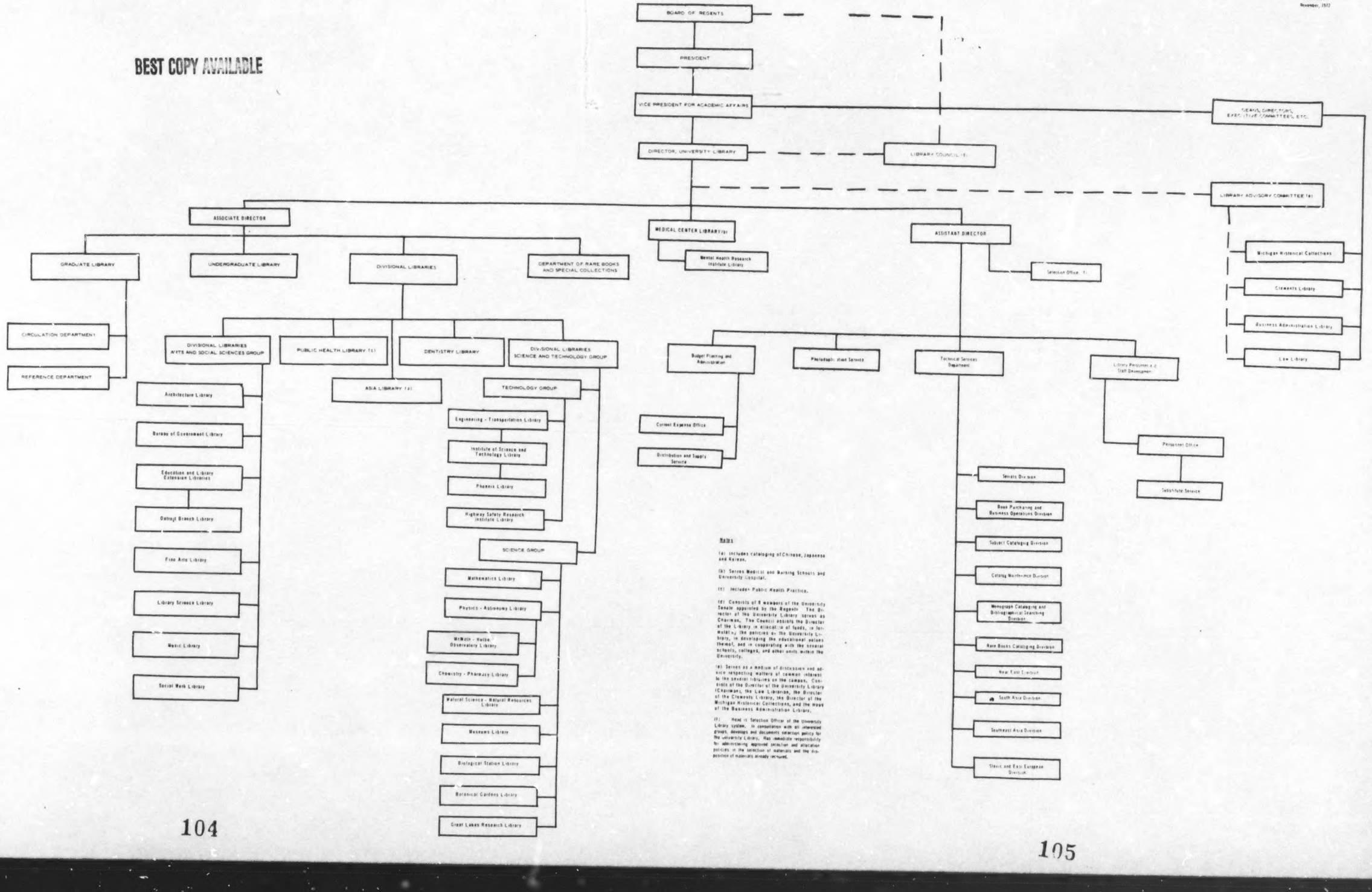
Organization of the University Library
Chart No. 1
November, 1972



Notes:

(a) Includes cataloging of Chinese, Japanese and Korean.

(b) Serves Medical and Nursing Schools and University Hospital.

(c) Includes Public Health Practice.

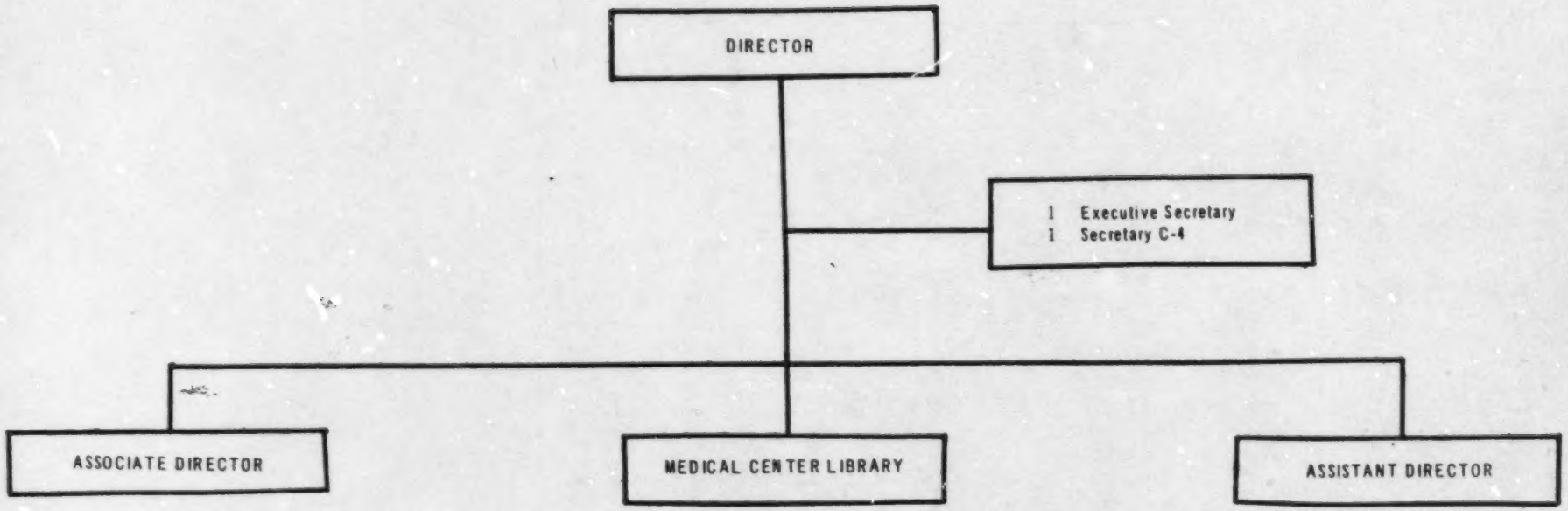
(d) Consists of 8 members of the University Senate appointed by the Regents. The Director of the University Library serves as Chairman. The Council assists the Director of the Library in allocation of funds, in formulating the policies of the University Library, in developing the educational values thereof, and in cooperating with the several schools, colleges, and other units within the University.

(e) Serves as a medium of discussion and advice respecting matters of common interest to the several libraries on the campus. Consists of the Director of the University Library (Chairman), the Law Librarian, the Director of the Clements Library, the Director of the Michigan Historical Collections, and the head of the Business Administration Library.

(f) Head is Selection Officer of the University Library system. In consultation with all interested groups, develops and documents selection policy for the university Library. Has immediate responsibility for administering approved selection and allocation policies in the selection of materials and the disposition of materials already received.

Organization of the University Library
The University of Michigan
Ann Arbor, Michigan

Administration
Chart No. 2
September, 1972



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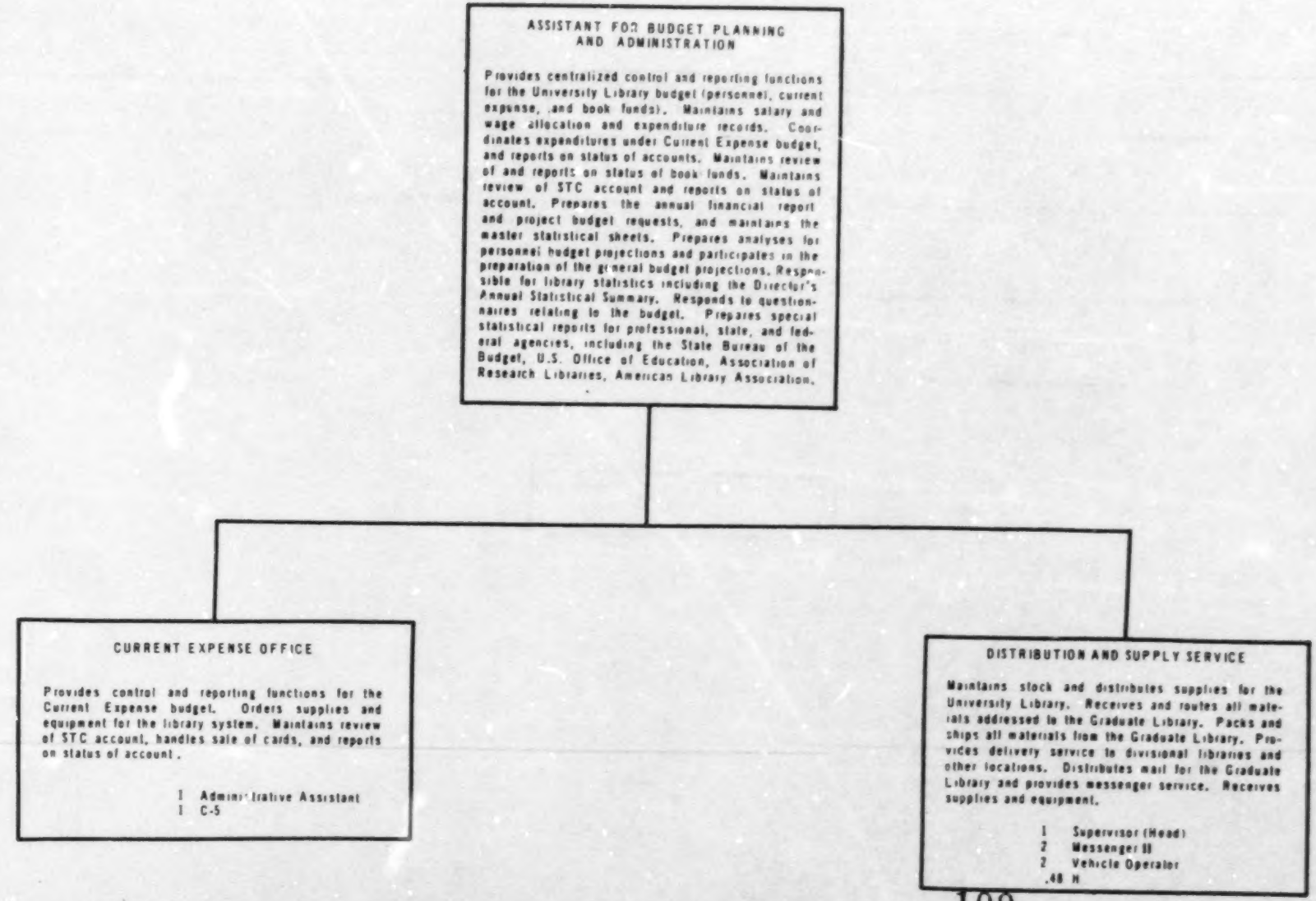
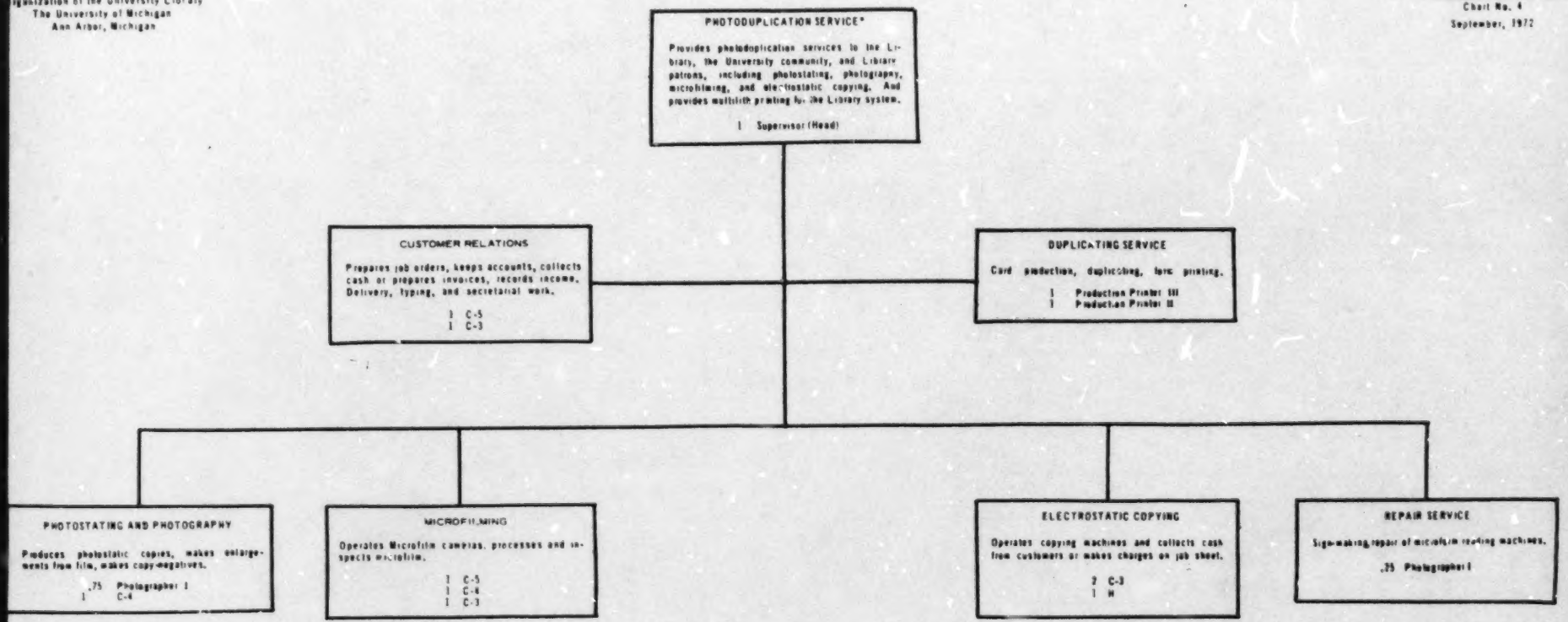
Organization of the University Library
The University of Michigan
Ann Arbor, Michigan

Assistant for Budget Planning and Administration
Chart No. 3
September, 1972


ASSISTANT FOR BUDGET PLANNING AND ADMINISTRATION
Provides centralized control and reporting functions for the University Library budget (personnel, current expense, and book funds). Maintains salary and wage allocation and expenditure records. Coordinates expenditures under Current Expense budget, and reports on status of accounts. Maintains review of and reports on status of book funds. Maintains review of STC account and reports on status of account. Prepares the annual financial report and project budget requests, and maintains the master statistical sheets. Prepares analyses for personnel budget projections and participates in the preparation of the general budget projections. Responsible for library statistics including the Director's Annual Statistical Summary. Responds to questionnaires relating to the budget. Prepares special statistical reports for professional, state, and federal agencies, including the State Bureau of the Budget, U.S. Office of Education, Association of Research Libraries, American Library Association.
CURRENT EXPENSE OFFICE
Provides control and reporting functions for the Current Expense budget. Orders supplies and equipment for the library system. Maintains review of STC account, handles sale of cards, and reports on status of account.
1 Administrative Assistant
1 C-5
DISTRIBUTION AND SUPPLY SERVICE
Maintains stock and distributes supplies for the University Library. Receives and routes all materials addressed to the Graduate Library. Packs and ships all materials from the Graduate Library. Provides delivery service to divisional libraries and other locations. Distributes mail for the Graduate Library and provides messenger service. Receives supplies and equipment.
1 Supervisor (Head)
2 Messenger II
2 Vehicle Operator
.48 H

rganization of the University Library
The University of Michigan
Ann Arbor, Michigan


PHOTODUPLICATION SERVICE*
Provides photoduplication services to the Library, the University community, and Library patrons, including photostating, photography, microfilming, and electrostatic copying. And provides multilith printing for the Library system.
1 Supervisor (Head)
CUSTOMER RELATIONS
Prepares job orders, keeps accounts, collects cash or prepares invoices, records income. Delivery, typing, and secretarial work.
1 C-5
1 C-3
DUPLICATING SERVICE
Card production, duplicating, form printing.
1 Production Printer III
1 Production Printer II
PHOTOSTATING AND PHOTOGRAPHY
Produces photostatic copies, makes enlargements from film, makes copy-negatives.
.75 Photographer I
1 C-4
MICROFILMING
Operates Microfilm cameras, processes and inspects microfilm.
1 C-5
1 C-4
1 C-3
ELECTROSTATIC COPYING
Operates copying machines and collects cash from customers or makes charges on job sheet.
2 C-3
1 H
REPAIR SERVICE
Sign-making, repair of microfilm reading machines.
.25 Photographer I

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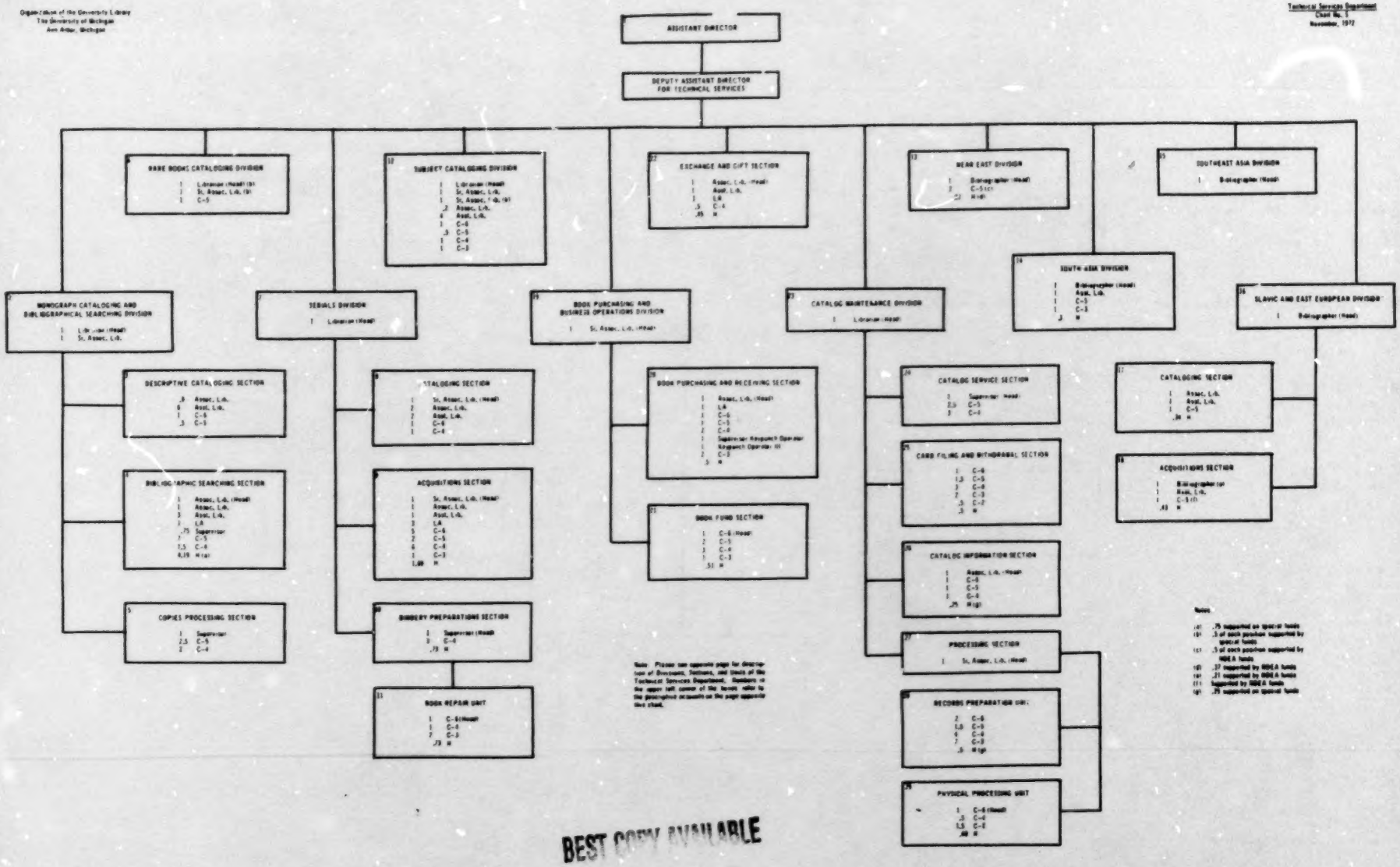
Note

* Except for the Duplicating Service, these services operate on a self-sustaining basis.

Bibliographic searching of materials to be copied and delivery to the Photoduplication Service is done by the Circulation Department of the Graduate Library.

Organization of the University Library
The University of Michigan
Ann Arbor, Michigan

Technical Services Department
Chart No. 1
November, 1972



Note: Please see opposite page for description of Divisions, Sections, and Units of the Technical Services Department. Numbers in the upper left corner of the boxes refer to the paragraph numbers on the page opposite this chart.

Notes

(a) .75 supported on special funds
(b) .5 of each position supported by special funds
(c) .5 of each position supported by NDEA funds
(d) .37 supported by NDEA funds
(e) .21 supported by NDEA funds
(f) Supported by NDEA funds
(g) .75 supported on special funds

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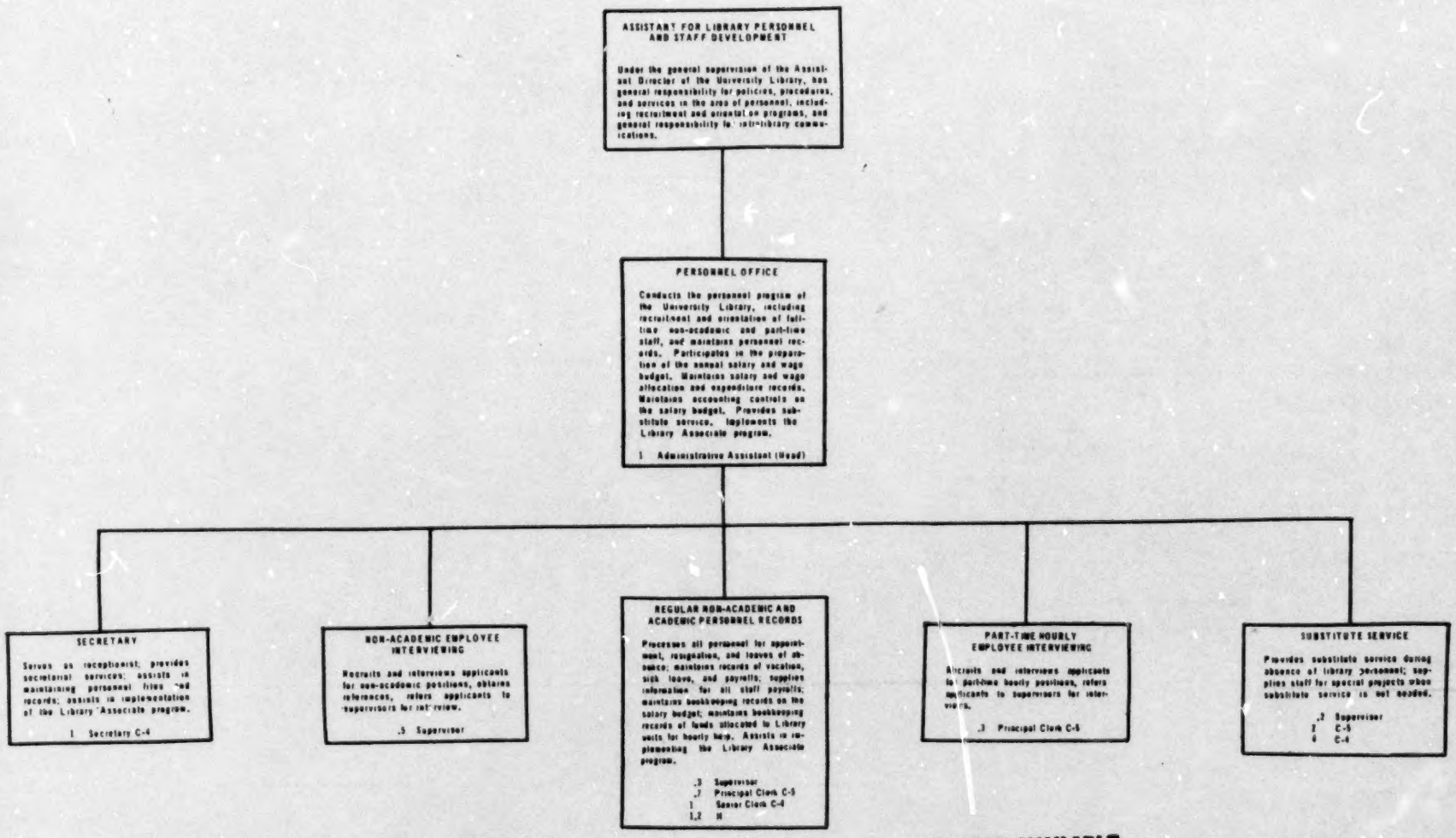
Organization of the University Library
The University of Michigan
Ann Arbor, Michigan

Assistant for Library Personnel and Staff Development
Chart No. 5
September, 1972


ASSISTANT FOR LIBRARY PERSONNEL AND STAFF DEVELOPMENT
Under the general supervision of the Assistant Director of the University Library, has general responsibility for policies, procedures, and services in the area of personnel, including recruitment and orientation programs, and general responsibility for intra-library communications.
PERSONNEL OFFICE
Conducts the personnel program of the University Library, including recruitment and orientation of full-time non-academic and part-time staff, and maintains personnel records. Participates in the preparation of the annual salary and wage budget. Maintains salary and wage allocation and expenditure records. Maintains accounting controls on the salary budget. Provides substitute service. Implements the Library Associate program.
1 Administrative Assistant (Head)
SECRETARY
Serves as receptionist; provides secretarial services; assists in maintaining personnel files and records; assists in implementation of the Library Associate program.
1 Secretary C-4
NON-ACADEMIC EMPLOYEE INTERVIEWING
Recruits and interviews applicants for non-academic positions, obtains references, refers applicants to supervisors for interview.
.5 Supervisor
REGULAR NON-ACADEMIC AND ACADEMIC PERSONNEL RECORDS
Processes all personnel for appointment, resignation, and leaves of absence; maintains records of vacation, sick leave, and payrolls; supplies information for all staff payrolls; maintains bookkeeping records on the salary budget; maintains bookkeeping records of funds allocated to Library units for hourly help. Assists in implementing the Library Associate program.
.3 Supervisor
.7 Principal Clerk C-5
1 Senior Clerk C-4
1.2 H
PART-TIME HOURLY EMPLOYEE INTERVIEWING
Recruits and interviews applicants for part-time hourly positions, refers applicants to supervisors for interviews.
.3 Principal Clerk C-5
SUBSTITUTE SERVICE
Provides substitute service during absence of library personnel; supplies staff for special projects when substitute service is not needed.
.2 Supervisor
2 C-5
4 C-4

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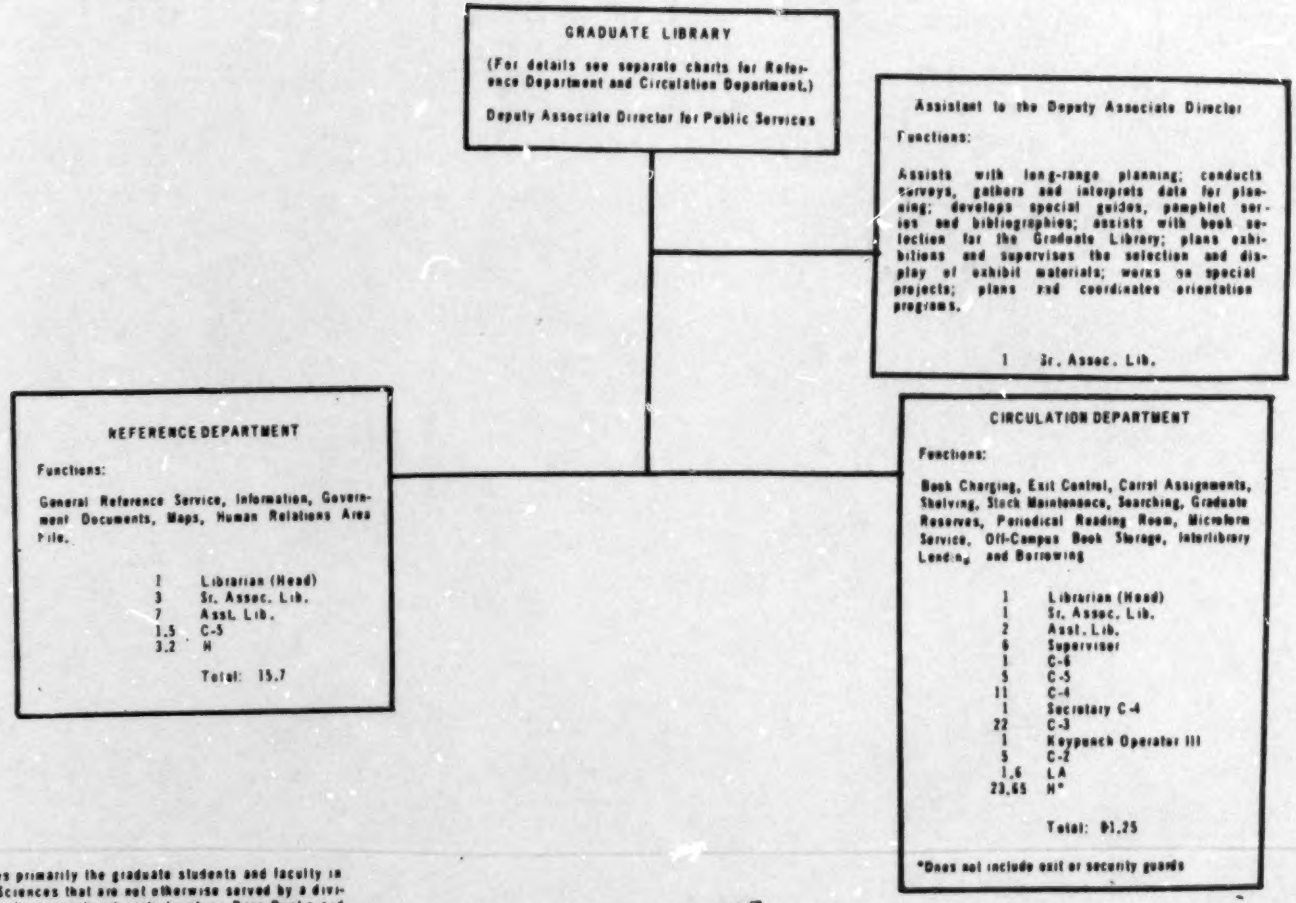
GRADUATE LIBRARY
(For details see separate charts for Reference Department and Circulation Department.)
Deputy Associate Director for Public Services
Assistant to the Deputy Associate Director
Functions:
Assists with long-range planning; conducts surveys, gathers and interprets data for planning; develops special guides, pamphlet series and bibliographies; assists with book selection for the Graduate Library; plans exhibitions and supervises the selection and display of exhibit materials; works on special projects; plans and coordinates orientation programs.
1 Sr. Assoc. Lib.
REFERENCE DEPARTMENT
Functions:
General Reference Service, Information, Government Documents, Maps, Human Relations Area File.
1 Librarian (Head)
3 Sr. Assoc. Lib.
7 Asst. Lib.
1.5 C-5
3.2 H
Total: 15.7
CIRCULATION DEPARTMENT
Functions:
Book Charging, Exit Control, Carrel Assignments, Shelving, Stock Maintenance, Searching, Graduate Reserves, Periodical Reading Room, Microform Service, Off-Campus Book Storage, Interlibrary Lending, and Borrowing
1 Librarian (Head)
1 Sr. Assoc. Lib.
2 Asst. Lib.
6 Supervisor
1 C-6
5 C-5
11 C-4
1 Secretary C-4
22 C-3
1 Keypunch Operator III
5 C-2
1.6 LA
23.65 H*
Total: 91.25
*Does not include exit or security guards

Note:

The Graduate Library serves primarily the graduate students and faculty in the Humanities and Social Sciences that are not otherwise served by a divisional or separate library or by specialized units (such as Rare Books and Special Collections). The Graduate Library complex consists of a building on the Central Campus and a Storage Annex on the North Campus, with a collection of about 2 million volumes. The collection contains a considerable number of books and serials that include the sciences. The Graduate Library also serves as the bibliographic center of the University Library since it hosts the central catalog and the general bibliographic and reference collections. The major functions of the Graduate Library include circulation and graduate reserve services, general periodicals and newspapers, microforms, maps, government documents, and comprehensive reference services, and interlibrary lending and borrowing.

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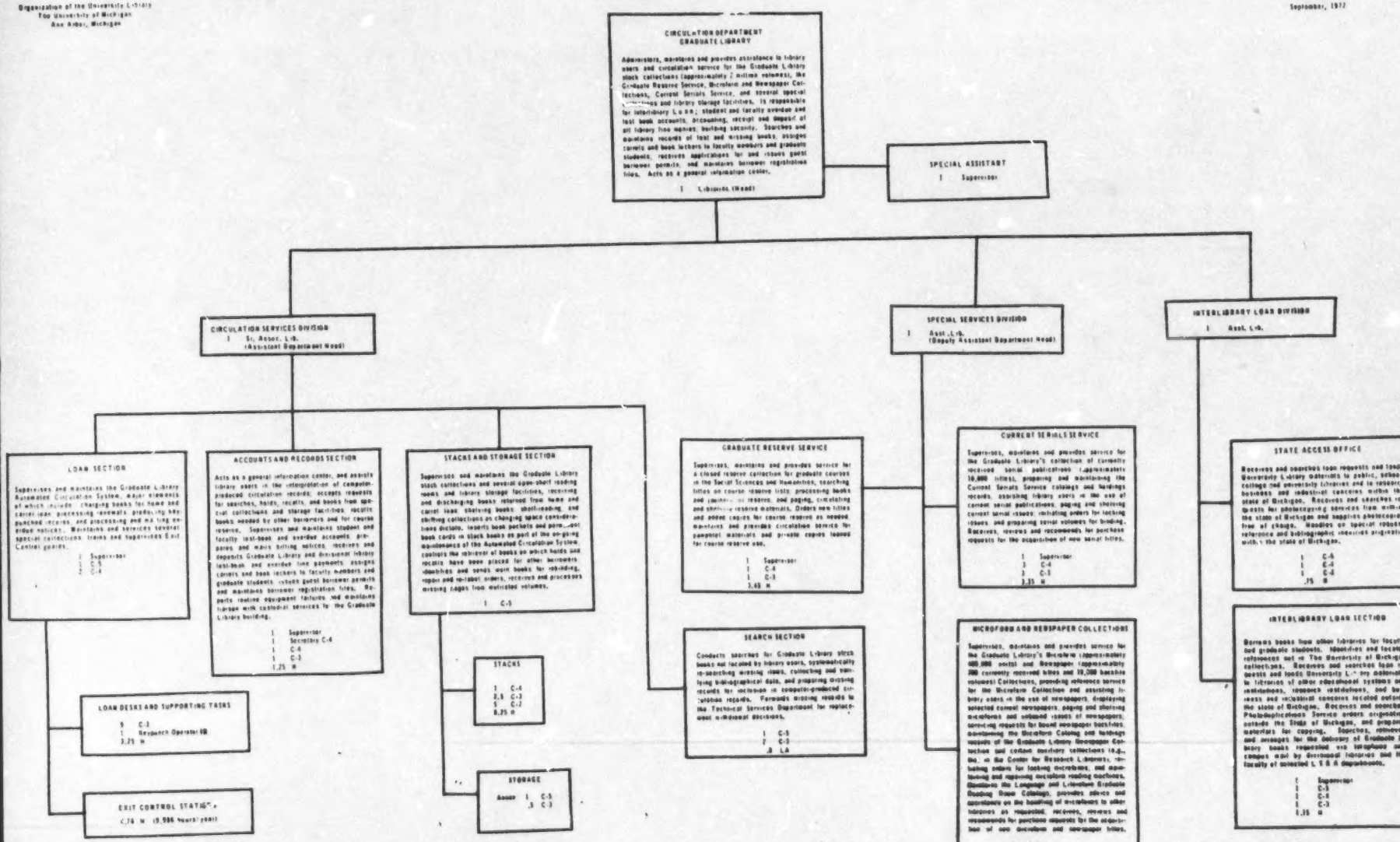
Organization of the University Library
The University of Michigan
Ann Arbor, Michigan

Graduate Library — Circulation Department
Chart No. 8
September, 1972


CIRCULATION DEPARTMENT
GRADUATE LIBRARY
Administers, maintains and provides assistance to library users and circulation service for the Graduate Library stack collections (approximately 2 million volumes), the Graduate Reserve Service, Microform and Newspaper Collections, Current Serials Service, and several special collections and library storage facilities. Is responsible for interlibrary L.o.a.n.; student and faculty overdue and lost book accounts, accounting, receipt and deposit of all library fine monies; building security. Searches and maintains records of lost and missing books; assigns carrels and book lockers to faculty members and graduate students; receives applications for and issues guest borrower permits, and maintains borrower registration files. Acts as a general information center.
1 Librarian (Head)
SPECIAL ASSISTANT
1 Supervisor
CIRCULATION SERVICES DIVISION
1 Sr. Assoc. Lib.
(Assistant Department Head)
SPECIAL SERVICES DIVISION
1 Asst. Lib.
(Deputy Assistant Department Head)
INTERLIBRARY LOAN DIVISION
1 Asst. Lib.
LOAN SECTION
Supervises and maintains the Graduate Library Automated Circulation System, major elements of which include charging books for home and carrel use, processing renewals producing key punched records and processing and mailing overdue notices. Maintains and services several special collections. Trains and supervises Exit Control guards.
1 Supervisor
1 C-5
2 C-4
ACCOUNTS AND RECORDS SECTION
Acts as a general information center, and assists library users in the interpretation of computer-produced circulation records; accepts requests for searches, holds, recalls, and books from special collections and storage facilities; recalls books needed by other borrowers and for course reserve. Supervises and maintains student and faculty lost-book and overdue accounts, prepares and mails billing notices, receives and deposits Graduate Library and divisional library lost-book and overdue fine payments, assigns carrels and book lockers to faculty members and graduate students, issues guest borrower permits and maintains borrower registration files. Reports routine equipment failures and maintains liaison with custodial services in the Graduate Library building.
1 Supervisor
1 Secretary C-4
1 C-4
1 C-3
1.25 H
STACKS AND STORAGE SECTION
Supervises and maintains the Graduate Library stack collections and several open-shelf reading rooms and library storage facilities, receiving and discharging books returned from home and carrel loan; shelving books; shelf-reading, and shifting collections as changing space considerations dictate. Inserts book pockets and prints...ept book cards in stack books as part of the on-going maintenance of the Automated Circulation System; controls the retrieval of books on which holds and recalls have been placed for other borrowers; charges and serves worn books for rebinding, repair and re-label orders, receives and processes missing pages from oversized volumes.
1 C-5
GRADUATE RESERVE SERVICE
Supervises, maintains and provides service for a closed reserve collection for graduate courses in the Social Sciences and Humanities, searching titles on course reserve lists; processing books and journals on reserve, and paging, circulating and shelving reserve materials. Orders new titles and added copies for course reserve as needed, maintains and provides circulation service for pamphlet materials and private copies loaned for course reserve use.
1 Supervisor
1 C-4
1 C-3
3.45 H
CURRENT SERIALS SERVICE
Supervises, maintains and provides service for the Graduate Library's collection of currently received serial publications (approximately 10,000 titles), preparing and maintaining the Current Serials Service catalogs and kardings records, assisting library users in the use of current serial publications; paging and shelving current serial issues; initialing orders for locking issues, and preparing serial volumes for binding. Receives, reviews and recommends for purchase requests for the acquisition of new serial titles.
1 Supervisor
1 C-4
1 C-3
3.25 H
STATE ACCESS OFFICE
Receives and searches loan requests and loads University Library materials to public, school, college and university libraries and to research, business and industrial concerns within the state of Michigan. Receives and searches requests for photocopying services from within the state of Michigan and supplies photocopies free of charge. Handles or special or rebuild reference and bibliographic requests originating within the state of Michigan.
1 C-4
1 C-4
1 C-4
.75 H
LOAN DESKS AND SUPPORTING TASKS
9 C-3
1 Research Operator IB
3.25 H
STACKS
1 C-4
2.5 C-3
5 C-2
8.25 H
SEARCH SECTION
Conducts searches for Graduate Library stock books not located by library users, systematically re-searching missing items, collecting and verifying bibliographical data, and preparing missing records for exchange in computer-produced exception records. Forwards missing records to the Technical Services Department for replacement withdrawal decisions.
1 C-5
2 C-3
.5 LA
MICROFORM AND NEWSPAPER COLLECTIONS
Supervises, maintains and provides service for the Graduate Library's Microform (approximately 400,000 units) and Newspaper (approximately 700 currently received titles and 10,000 backfile volumes) Collections, providing reference service for the Microform Collection and assisting library users in the use of newspapers, displaying selected current newspapers, paging and shelving microforms and unbound issues of newspapers, servicing requests for bound newspaper backfiles, maintaining the Microform Coloring and Numbering system of the Graduate Library Newspaper Collection and certain auxiliary collections (e.g., the... in the Center for Research Libraries), receiving orders for locking microforms, and maintaining and opposing microform reading machines. Maintains the Language and Literature Graduate Reading Room Catalogs, provides advice and assistance on the handling of microforms to other librarians as requested, receives, reviews and recommends for purchase requests for the acquisition of new microform and newspaper titles.
1 C-5
1 C-3 (Newspapers)
.5 LA
2.5 H
EXIT CONTROL STATION
(.75 H (2,184 hours/year)
STORAGE
Assoc 1 C-5
.5 C-3
INTERLIBRARY LOAN SECTION
Borrows books from other libraries for faculty and graduate students. Identifies and locates references not in The University of Michigan collections. Receives and searches loan requests and loads University L.. ry materials to libraries of other educational systems and institutions, research institutions, and business and industrial concerns located outside the state of Michigan. Receives and searches Photoduplication Service orders originating outside the State of Michigan, and prepares materials for copying. Searches, retrieves and arranges for the delivery of Graduate Library books requested via telephone and campus mail by divisional librarians and the faculty of selected L.S.A. departments.
1 Supervisor
1 C-5
1 C-4
1 C-3
1.25 H

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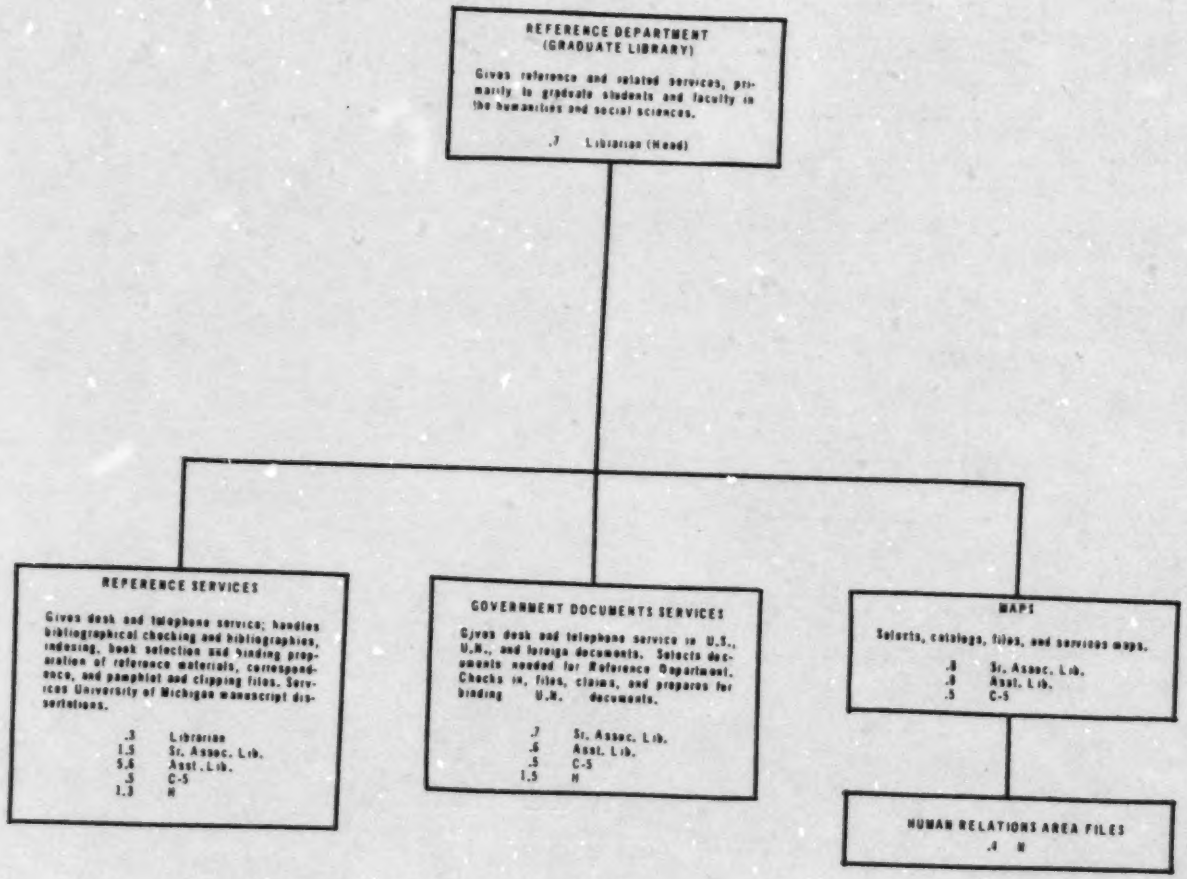
Organization of the University Library
The University of Michigan
Ann Arbor, Michigan

Graduate Library – Reference Department
Chart No. 9
September, 1972


REFERENCE DEPARTMENT
(GRADUATE LIBRARY)
Gives reference and related services, primarily to graduate students and faculty in the humanities and social sciences.
.7 Librarian (Head)
REFERENCE SERVICES
Gives desk and telephone service; handles bibliographical checking and bibliographies, indexing, book selection and binding preparation of reference materials, correspondence, and pamphlet and clipping files. Services University of Michigan manuscript dissertations.
.3 Librarian
1.5 Sr. Assoc. Lib.
5.6 Asst. Lib.
.5 C-5
1.3 H
GOVERNMENT DOCUMENTS SERVICES
Gives desk and telephone service to U.S., U.N., and foreign documents. Selects documents needed for Reference Department. Checks in, files, claims, and prepares for binding U.N. documents.
.7 Sr. Assoc. Lib.
.6 Asst. Lib.
.5 C-5
1.5 H
MAPS
Selects, catalogs, files, and services maps.
.8 Sr. Assoc. Lib.
.8 Asst. Lib.
.5 C-5
HUMAN RELATIONS AREA FILES
.4 H

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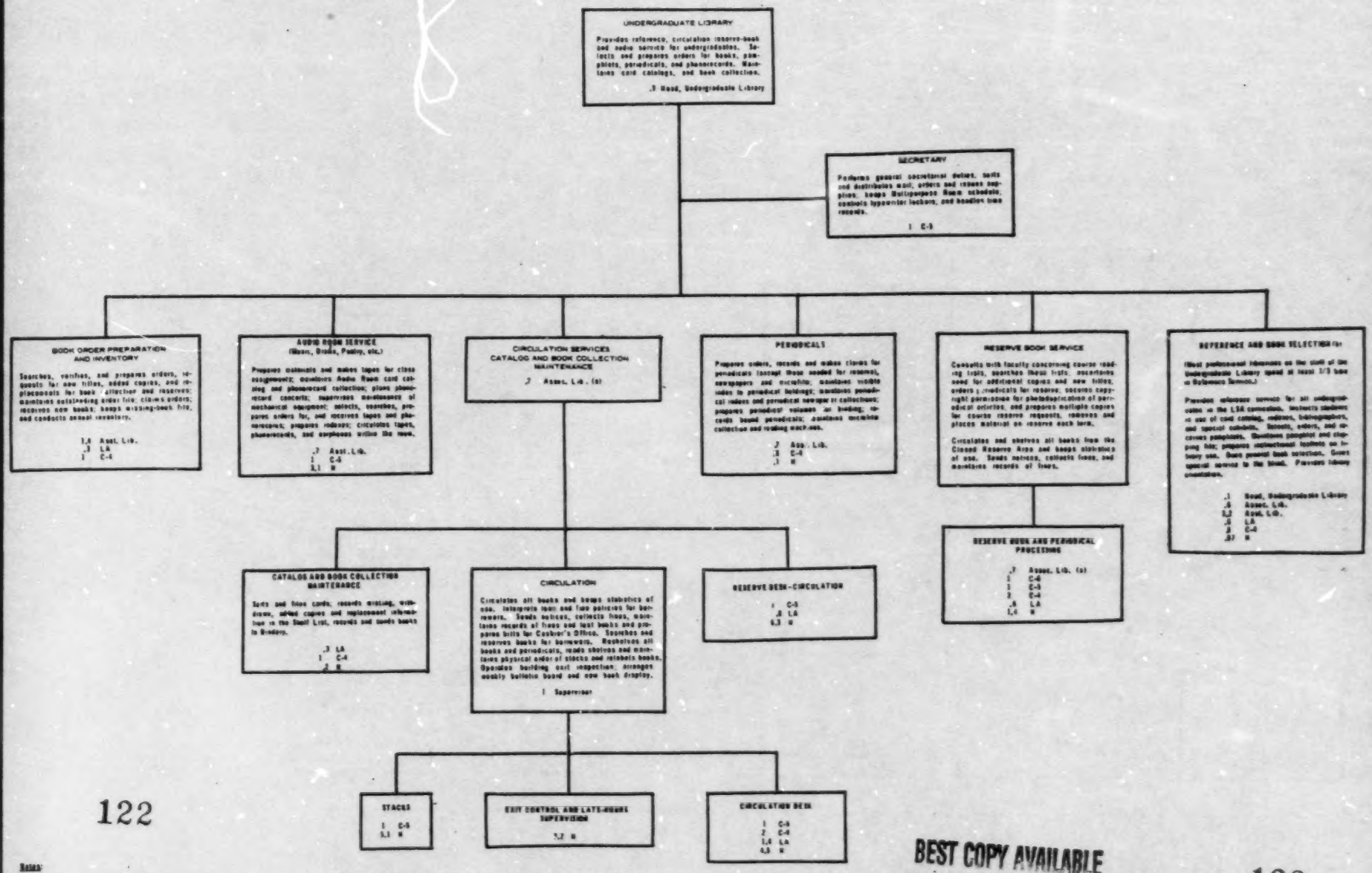
Organization of the University Library
The University of Michigan
Ann Arbor, Michigan

Undergraduate Library
Chart No. 10
September, 1972


UNDERGRADUATE LIBRARY
Provides reference, circulation reserve-book and audio service for undergraduates. Selects and prepares orders for books, pamphlets, periodicals, and phonorecords. Maintains card catalogs, and book collection.
.9 Head, Undergraduate Library
SECRETARY
Performs general secretarial duties, sorts and distributes mail; orders and issues supplies; keeps Multipurpose Room schedule; controls typewriter lockers, and handles time records.
1 C-5
BOOK ORDER PREPARATION AND INVENTORY
Searches, verifies, and prepares orders, requests for new titles, added copies, and replacements for book collection and reserves; maintains outstanding order file; claims orders; receives new books; keeps missing-book file, and conducts annual inventory.
1,6 Asst. Lib.
.3 LA
1 C-4
AUDIO ROOM SERVICE
(Music, Drama, Poetry, etc.)
Prepares notebooks and makes tapes for class assignments; maintains Audio Room card catalog and phonorecord collection; plays phonorecord concerts; supervises maintenance of mechanical equipment; selects, searches, prepares orders for, and receives tapes and phonorecords; prepares redraws; circulates tapes, phonorecords, and earphones within the room.
.7 Asst. Lib.
1 C-4
3,1 H
CIRCULATION SERVICES
CATALOG AND BOOK COLLECTION MAINTENANCE
.7 Assoc. Lib. (a)
PERIODICALS
Prepares orders, records and makes claims for periodicals (except those needed for reserve), newspapers and microfilm; maintains visible index to periodical holdings; maintains periodical indexes and periodical newspaper collections; prepares periodical volumes for binding; records bound periodicals; maintains microfilm collection and reading machines.
.7 Asso. Lib.
.3 C-4
.3 H
RESERVE BOOK SERVICE
Consults with faculty concerning course reading lists, searches these lists, ascertains need for additional copies and new titles; orders ; medicals for reserve; secures copyright permissions for photoduplication of periodical articles, and prepares multiple copies for course reserve requests, redraws and places material on reserve each term.
Circulates and shelves all books from the Closed Reserve Area and keeps statistics of use. Sends notices, collects fines, and maintains records of fines.
REFERENCE AND BOOK SELECTION (b)
(Most professional librarians on the staff of the Undergraduate Library spend at least 1/3 time on Reference Service.)
Provides reference service for all undergraduates in the LSA curriculum. Instructs students in use of card catalog, indexes, bibliographies, and special collections. Records, orders, and processes pamphlets. Maintains pamphlet and clipping file; prepares instructional handouts on library use. Does general book selection. Covers special services to the blind. Provides library orientation.
.1 Head, Undergraduate Library
.6 Assoc. Lib.
6,7 Asst. Lib.
.3 LA
.3 C-4
.37 H
CATALOG AND BOOK COLLECTION MAINTENANCE
Sorts and files cards; records missing, withdrawn, added copies and replacement information in the Shelf List, records and sends books to Bindery.
.3 LA
1 C-4
.2 H
CIRCULATION
Circulates all books and keeps statistics of use. Interprets loan and fine policies for borrowers. Sends notices, collects fines, maintains records of fines and lost books and prepares bills for Cashier's Office. Searches and reserves books for borrowers. Reshelves all books and periodicals, reads shelves and maintains physical order of stacks and relabels books. Operates building exit inspection; arranges weekly bulletin board and new book display.
1 Supervisor
RESERVE DESK-CIRCULATION
1 C-5
.8 LA
4,3 H
RESERVE BOOK AND PERIODICAL PROCESSING
.7 Assoc. Lib. (a)
1 C-4
1 C-3
2 C-2
.4 LA
1,4 H
STACKS
1 C-5
5,1 H
EXIT CONTROL AND LATE-HOURS SUPERVISION
3,2 H
CIRCULATION DESK
1 C-5
2 C-4
1,4 LA
4,3 H

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Notes:

(a) May serve as Acting Head of the Undergraduate Library in the Head's absence.

(b) Book Selection in the Undergraduate Library: The field is divided into 9 areas, for each of which a professional librarian has been given specific responsibility.

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Organization of the University Library
The University of Michigan
Ann Arbor, Michigan

Divisional Libraries
Chart No. 11
September 1972

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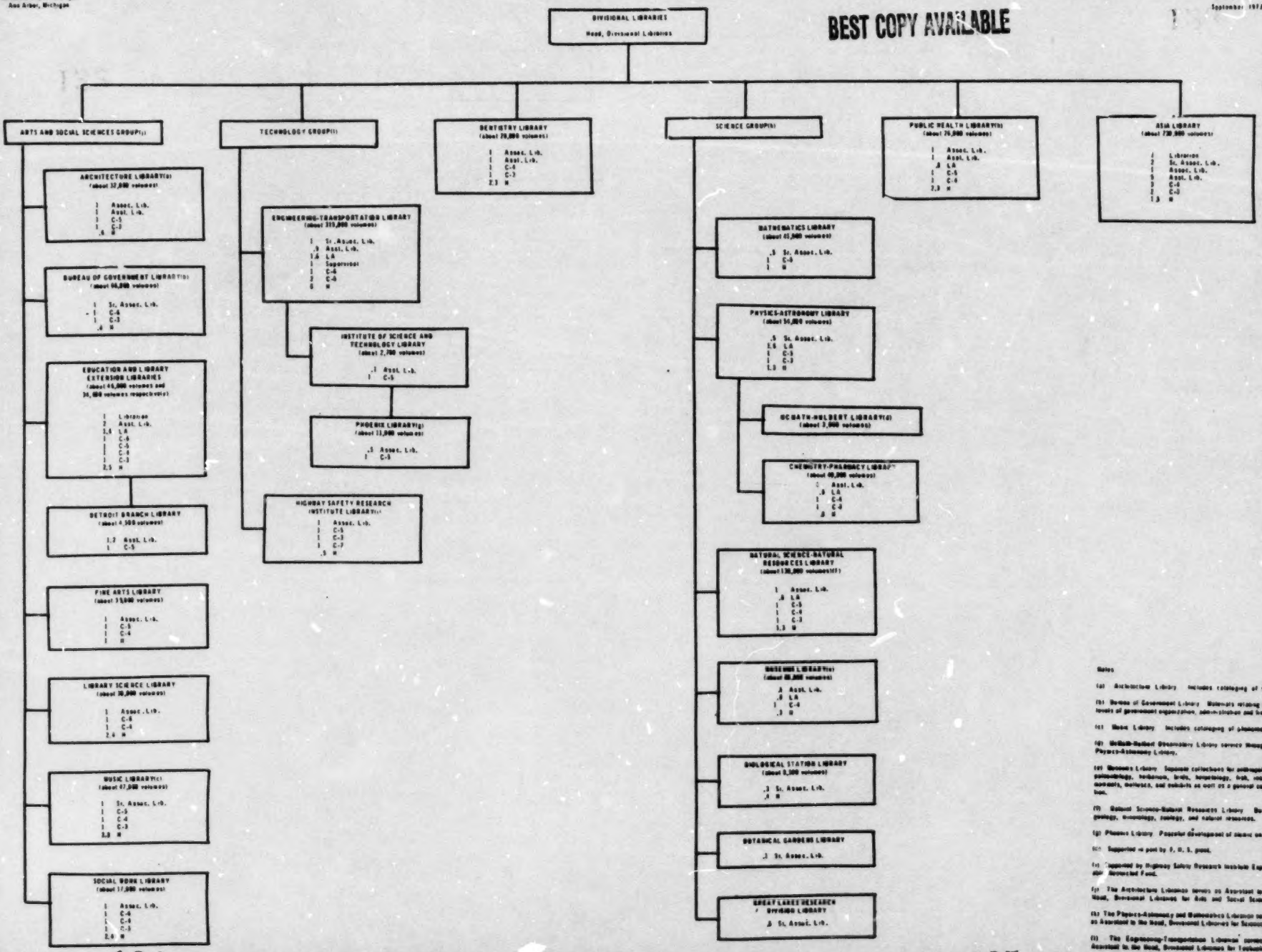


Notes

(a) Architecture Library - Includes cataloging of slides.

(b) Bureau of Government Library - Materials relating to all levels of government organization, administration and finance.

(c) Music Library - Includes cataloging of phonorecords.

(d) DeBath-Hulbert Observatory Library serves through the Physics-Astronomy Library.

(e) Museums Library - Separate collections for anthropology, paleontology, herbarium, birds, herpetology, fish, insects, mammals, reptiles, and exhibits as well as a general collection.

(f) Natural Science-Natural Resources Library - Botany, geology, limnology, zoology, and natural resources.

(g) Phoenix Library - Projects development of atomic energy.

(h) Supported in part by U. S. D. A. grant.

(i) Supported by Highway Safety Research Institute Expendable Accounts Fund.

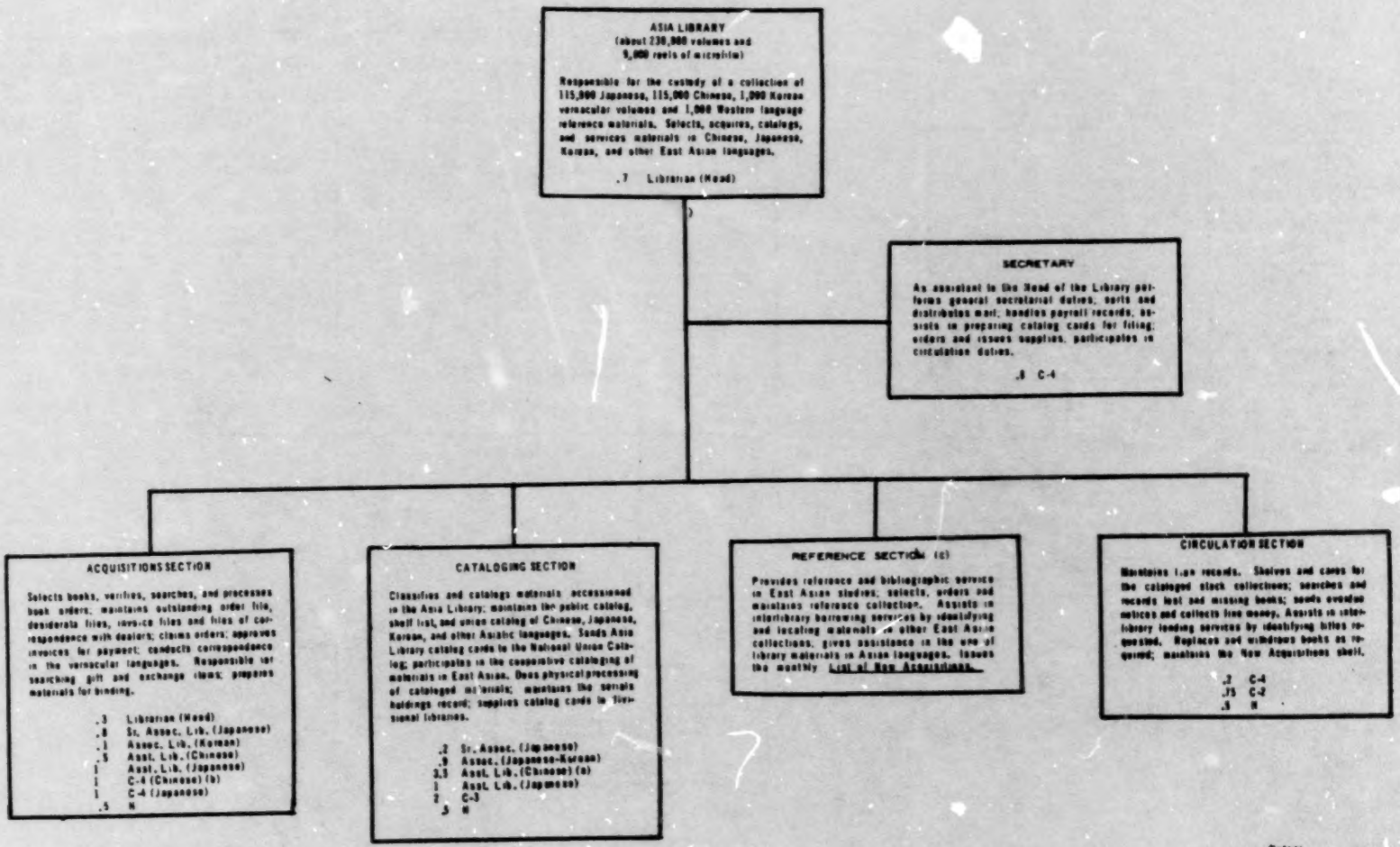
(j) The Architecture Librarian serves as Assistant to the Head, Divisional Libraries for Arts and Social Sciences.

(k) The Physics-Astronomy and Mathematics Librarian serves as Assistant to the Head, Divisional Libraries for Science.

(l) The Engineering-Transportation Librarian serves as Assistant to the Head, Divisional Libraries for Technology.

Organization of the University Library
The University of Michigan
Ann Arbor, Michigan

Asia Library
Chart No. 12
September, 1972


ASIA LIBRARY
(about 230,000 volumes and
9,000 reels of microfilm)
Responsible for the custody of a collection of 115,000 Japanese, 115,000 Chinese, 1,000 Korean vernacular volumes and 1,000 Western language reference materials. Selects, acquires, catalogs, and services materials in Chinese, Japanese, Korean, and other East Asian languages.
.7 Librarian (Head)
SECRETARY
An assistant to the Head of the Library performs general secretarial duties; sorts and distributes mail; handles payroll records; assists in preparing catalog cards for filing; orders and issues supplies; participates in circulation duties.
.8 C-4
ACQUISITIONS SECTION
Selects books, verifies, searches, and processes book orders; maintains outstanding order file, desiderata files, service files and files of correspondence with dealers; claims orders; approves invoices for payment; conducts correspondence in the vernacular languages. Responsible for searching gift and exchange items; prepares materials for binding.
.3 Librarian (Head)
.8 Sr. Assoc. Lib. (Japanese)
.1 Assoc. Lib. (Korean)
.5 Asst. Lib. (Chinese)
1 Asst. Lib. (Japanese)
1 C-4 (Chinese) (b)
1 C-4 (Japanese)
.5 H
CATALOGING SECTION
Classifies and catalogs materials accessioned in the Asia Library; maintains the public catalog, shelf list, and union catalog of Chinese, Japanese, Korean, and other Asiatic languages. Sends Asia Library catalog cards to the National Union Catalog; participates in the cooperative cataloging of materials in East Asian. Does physical processing of cataloged materials; maintains the serials holdings record; supplies catalog cards to Divisional libraries.
.2 Sr. Assoc. (Japanese)
.9 Assoc. (Japanese-Korean)
3.5 Asst. Lib. (Chinese) (b)
1 Asst. Lib. (Japanese)
2 C-3
.5 H
REFERENCE SECTION (c)
Provides reference and bibliographic service in East Asian studies; selects, orders and maintains reference collection. Assists in interlibrary borrowing services by identifying and locating materials in other East Asian collections, gives assistance in the use of library materials in Asian languages. Issues the monthly List of New Acquisitions.
CIRCULATION SECTION
Maintains loan records. Shelves and cares for the cataloged stack collections; searches and records lost and missing books; sends overdue notices and collects fine money. Assists in interlibrary loaning services by identifying titles requested. Replaces and withdraws books as required; maintains the New Acquisitions shelf.
.2 C-4
.75 C-2
.5 H

Notes:

(a) One-half supported by the Center for Chinese Studies.

(b) Paid by the Center for Chinese Studies.

(c) The Head of the Asia Library, the Assistant Head, and Senior Catalogers handle reference service, as required.

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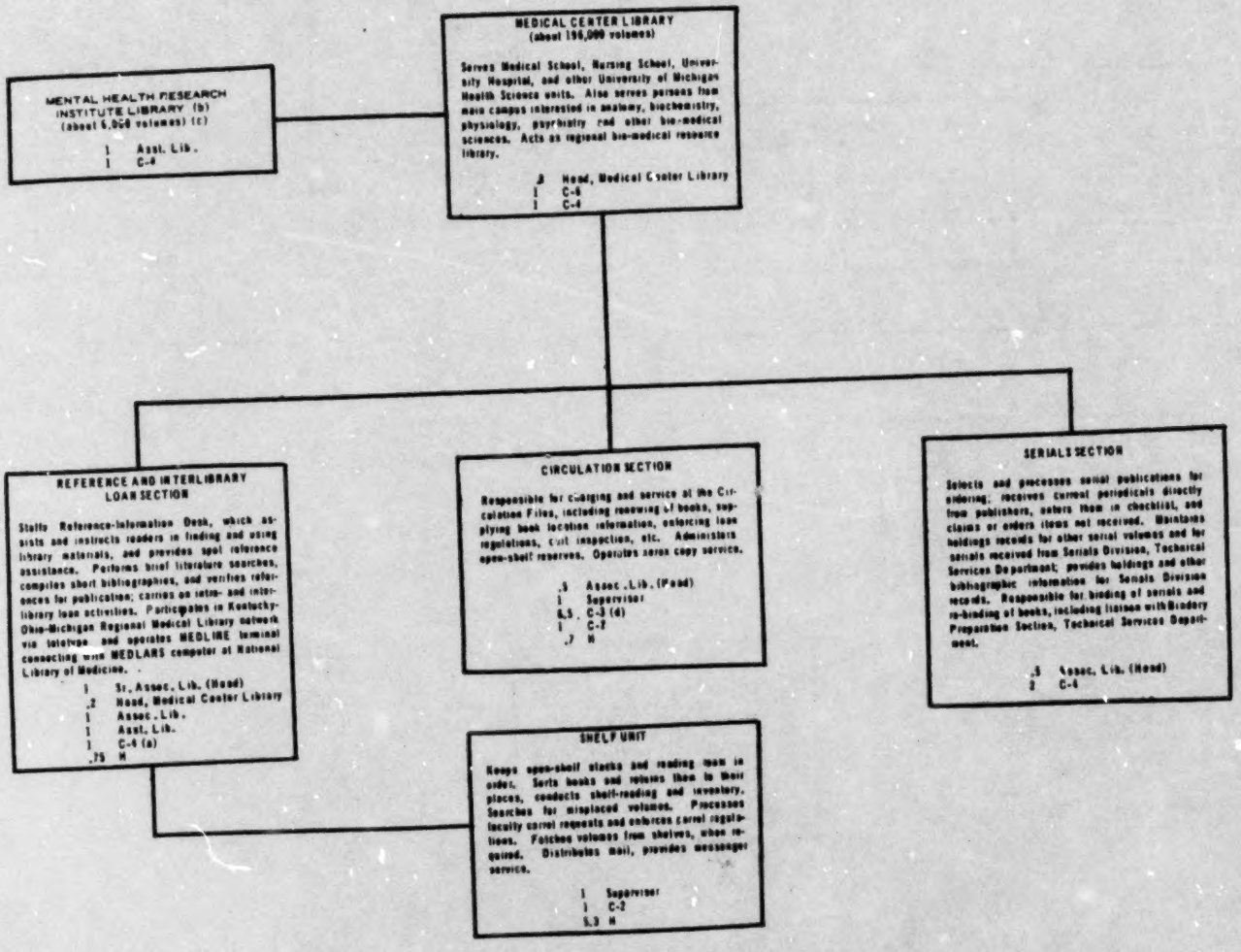
Organization of the University Library
The University of Michigan
Ann Arbor, Michigan

Medical Center Library
Chart No. 13
September, 1972


MENTAL HEALTH RESEARCH INSTITUTE LIBRARY (b) (about 6,000 volumes) (c)
1 Asst. Lib.
1 C-4
MEDICAL CENTER LIBRARY (about 196,000 volumes)
Serves Medical School, Nursing School, University Hospital, and other University of Michigan Health Science units. Also serves persons from main campus interested in anatomy, biochemistry, physiology, psychiatry and other bio-medical sciences. Acts as regional bio-medical resource library.
.5 Head, Medical Center Library
1 C-6
1 C-4
REFERENCE AND INTERLIBRARY LOAN SECTION
Staffs Reference-Information Desk, which assists and instructs readers in finding and using library materials, and provides spot reference assistance. Performs brief literature searches, compiles short bibliographies, and verifies references for publication; carries on intra- and inter-library loan activities. Participates in Kentucky-Ohio-Michigan Regional Medical Library network via teletype and operates MEDLINE terminal connecting with MEDLARS computer at National Library of Medicine.
1 Sr. Assoc. Lib. (Head)
.2 Head, Medical Center Library
1 Assoc. Lib.
1 Asst. Lib.
1 C-4 (a)
.75 H
CIRCULATION SECTION
Responsible for charging and service at the Circulation Files, including receiving of books, supplying book location information, enforcing loan regulations, fine inspection, etc. Administers open-shelf reserves. Operates xerox copy service.
.5 Assoc. Lib. (Head)
1 Supervisor
6.5 C-3 (d)
1 C-2
.7 H
SERIALS SECTION
Selects and processes serial publications for ordering; receives current periodicals directly from publishers, enters them in checklist, and claims or orders issues not received. Maintains holdings records for other serial volumes and for serials received from Serials Division, Technical Services Department; provides holdings and other bibliographic information for Serials Division records. Responsible for binding of serials and re-binding of books, including liaison with Bindery Preparation Section, Technical Services Department.
.5 Assoc. Lib. (Head)
2 C-4
SHELF UNIT
Keeps open-shelf stacks and reading room in order. Sorts books and returns them to their places, conducts shelf-reading and inventory. Searches for misplaced volumes. Processes faculty carrel requests and enforces carrel regulations. Fetches volumes from shelves, when required. Distributes mail, provides messenger service.
1 Supervisor
1 C-2
5.3 H

Notes:

(a) Paid from KOMRBL reimbursement.

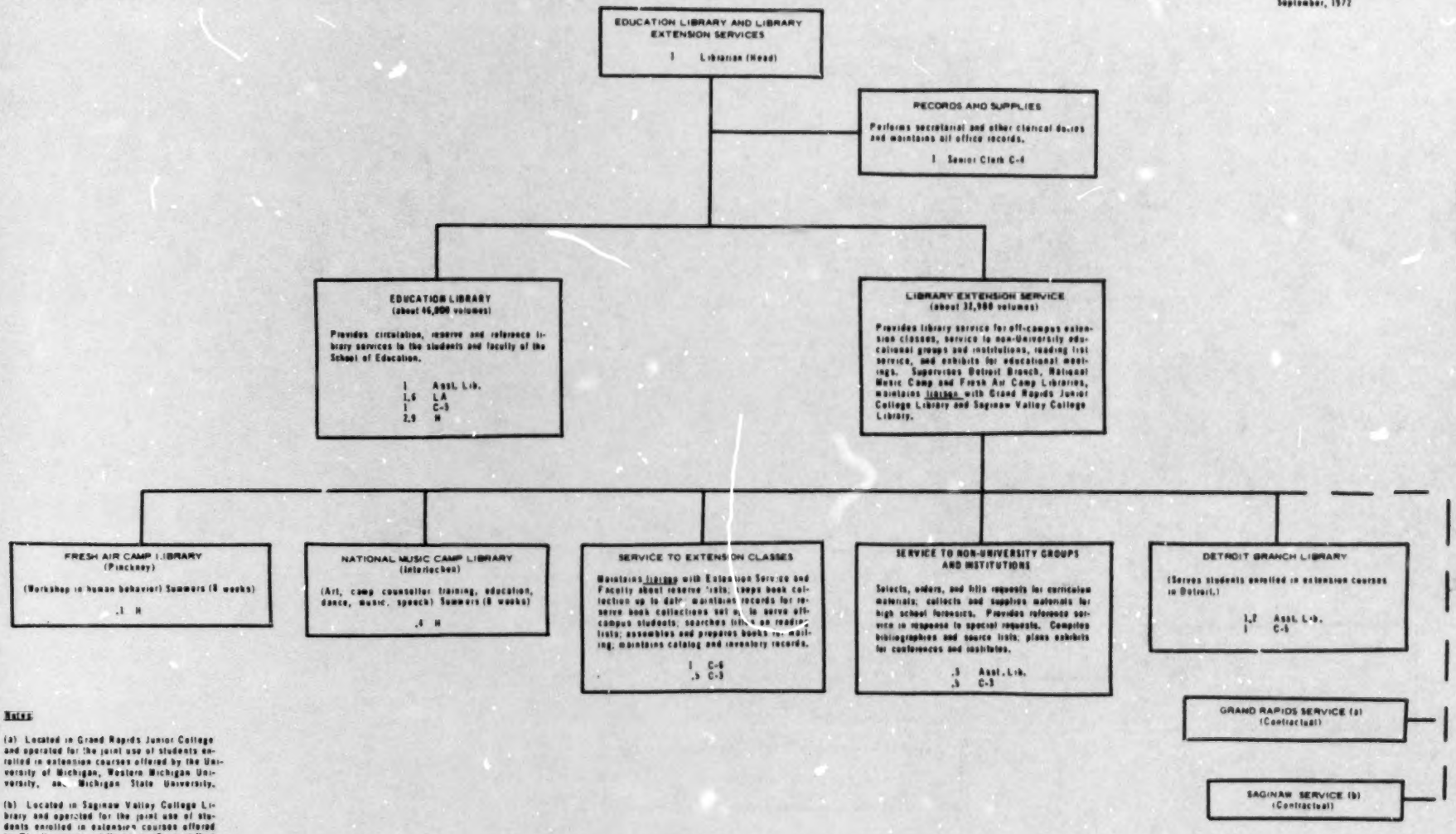
(b) Mental Health Research Institute Library: Serves institute staff only.

(c) Supported by Mental Health Research Institute Fund.

(d) One C-3 Xerox Operator is paid from the proceeds of the Xerox machine.

Organization of the University Library
The University of Michigan
Ann Arbor, Michigan

Education Library and Library Extension Services
Chart No. 14
September, 1972


EDUCATION LIBRARY AND LIBRARY EXTENSION SERVICES
1 Librarian (Head)
RECORDS AND SUPPLIES
Performs secretarial and other clerical duties and maintains all office records.
1 Senior Clerk C-4
EDUCATION LIBRARY
(about 46,000 volumes)
Provides circulation, reserve and reference library services to the students and faculty of the School of Education.
1 Asst. Lib.
1,6 LA
1 C-5
2,9 H
LIBRARY EXTENSION SERVICE
(about 32,000 volumes)
Provides library service for off-campus extension classes, service to non-University educational groups and institutions, reading list service, and exhibits for educational meetings. Supervises Detroit Branch, National Music Camp and Fresh Air Camp Libraries, maintains liaison with Grand Rapids Junior College Library and Saginaw Valley College Library.
FRESH AIR CAMP LIBRARY
(Pinckney)
(Workshop in human behavior) Summers (8 weeks)
.1 H
NATIONAL MUSIC CAMP LIBRARY
(Interlochen)
(Art, camp counsellor training, education, dance, music, speech) Summers (8 weeks)
.4 H
SERVICE TO EXTENSION CLASSES
Maintains liaison with Extension Service and Faculty about reserve lists; keeps book collection up to date; maintains records for reserve book collections set up to serve off-campus students; searches library on reading lists; assembles and prepares books for mailing; maintains catalog and inventory records.
1 C-6
.5 C-3
SERVICE TO NON-UNIVERSITY GROUPS AND INSTITUTIONS
Selects, orders, and fills requests for curriculum materials; collects and supplies materials for high school forensics. Provides reference service in response to special requests. Compiles bibliographies and source lists; plans exhibits for conferences and institutes.
.5 Asst. Lib.
.5 C-3
DETROIT BRANCH LIBRARY
(Serves students enrolled in extension courses in Detroit.)
1,2 Asst. Lib.
1 C-5
GRAND RAPIDS SERVICE (a)
(Contractual)
SAGINAW SERVICE (b)
(Contractual)

Notes:

(a) Located in Grand Rapids Junior College and operated for the joint use of students enrolled in extension courses offered by the University of Michigan, Western Michigan University, and Michigan State University.

(b) Located in Saginaw Valley College Library and operated for the joint use of students enrolled in extension courses offered by The University of Michigan, Central Michigan University, and Michigan State University at Saginaw, Michigan.

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DEPARTMENT OF RARE BOOKS AND SPECIAL COLLECTIONS

Selects rare books, organizes, maintains and services rare book collections, manuscripts, and special collections; prepares special displays of rare books and other materials.

1 Head, Dept. of Rare Books and Special Collections
1 Sr. Assoc. Lib. (Asst. Head)
1 Assoc. Lib.
1 A[illegible] Lib.
.8 LA
1 C-6
1 C-4
1.4 H

LABADIE COLLECTION (Protest Movements)

1 Assoc. Lib.*
.5 C-5**

Special collections in English and American Literature:

James Branch Cabell
Thomas Carlyle
Charles Dickens
Robert Frost
R. B. Cunninghame Graham
William Henry Hudson
Marianne Moore
Walter Pater
L. A. G. Strong
A. C. Swinburne
Anthony Trollope
Mark Twain
Walt Whitman

Among the special collections serviced, partially or wholly, by the Department are the following:

WILLIAM WARNER BISHOP Papers
BOOKPLATES Collection
ELZEVIER Imprints Collection
FINERTY Irish Papers
FRENCH Historical Pamphlets (16th-17th Cent.)
William H HOBBS Collection (Polar Exploration)
William Tinker HOLLANDS Collection (early Bibles, bookmaking, and freemasonry)
HUBBARD Imaginary Voyages Collection
INCUNABULA Collection
LABADIE Collection (see box above)
MANUSCRIPT Collection (Oriental, Greek, Latin)
MYERS Collection (German History of the Weimar and Nazi Period)
PAPYRUS Collection
Charles SANDERS Theater Collection
SHAKESPEARE Collection
Stephen SPAULDING Collection
Ellen VAN VOLKENBURG - Maurice BROWNE Theater Collection
WORCESTER Philippine Collection
W. S. WOYTINSKY Collection

Notes:

Rare books are also contained in the collections of the following libraries: Medical, Music, Transportation, Dentistry, Museums, and in the Michigan Historical Collections and the William L. Clements Library. These collections are not under the jurisdiction of the Department of Rare Books and Special Collections.

* Participates in reference service of Rare Book Room to some extent.

** The person occupying this position spends the other 0.5 of total time in the Reference Department, Graduate Library.

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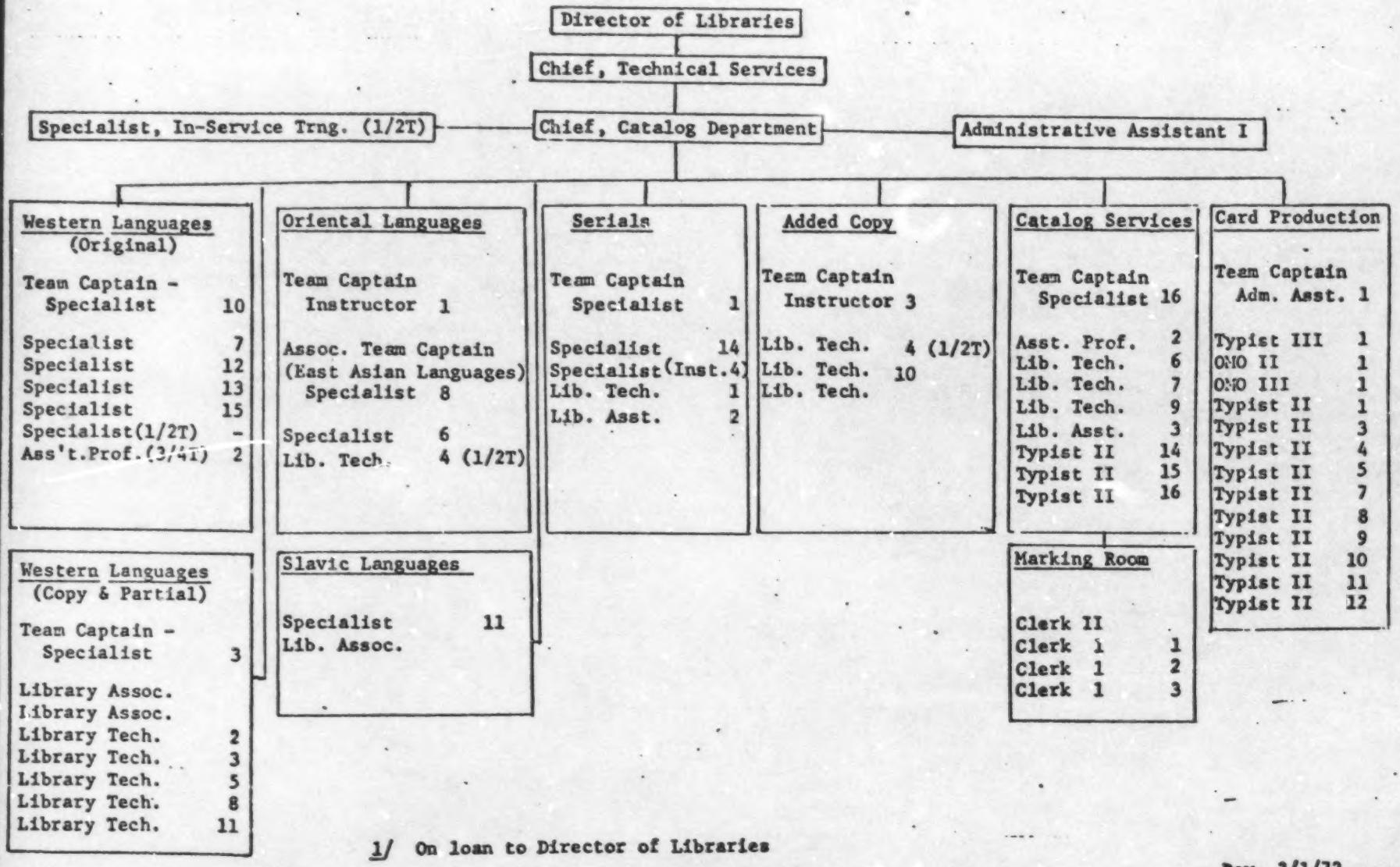
UNIVERSITY OF WISCONSIN MEMORIAL LIBRARY

CATALOG DEPARTMENT ORGANIZATION CHART



1/ On loan to Director of Libraries

Rev. 3/1/72

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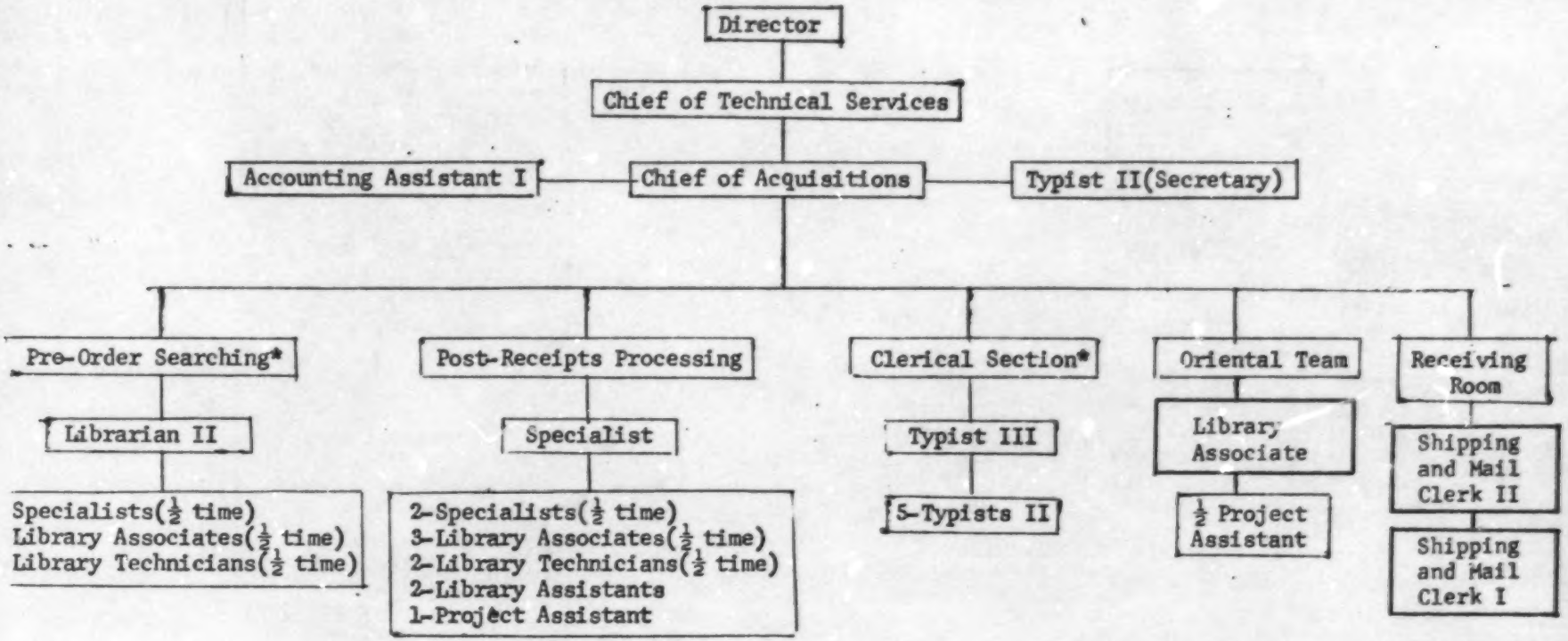
MEMORIAL LIBRARY
Acquisitions Department



On loan to Processing Dept:

½ Specialist
1 Typist II

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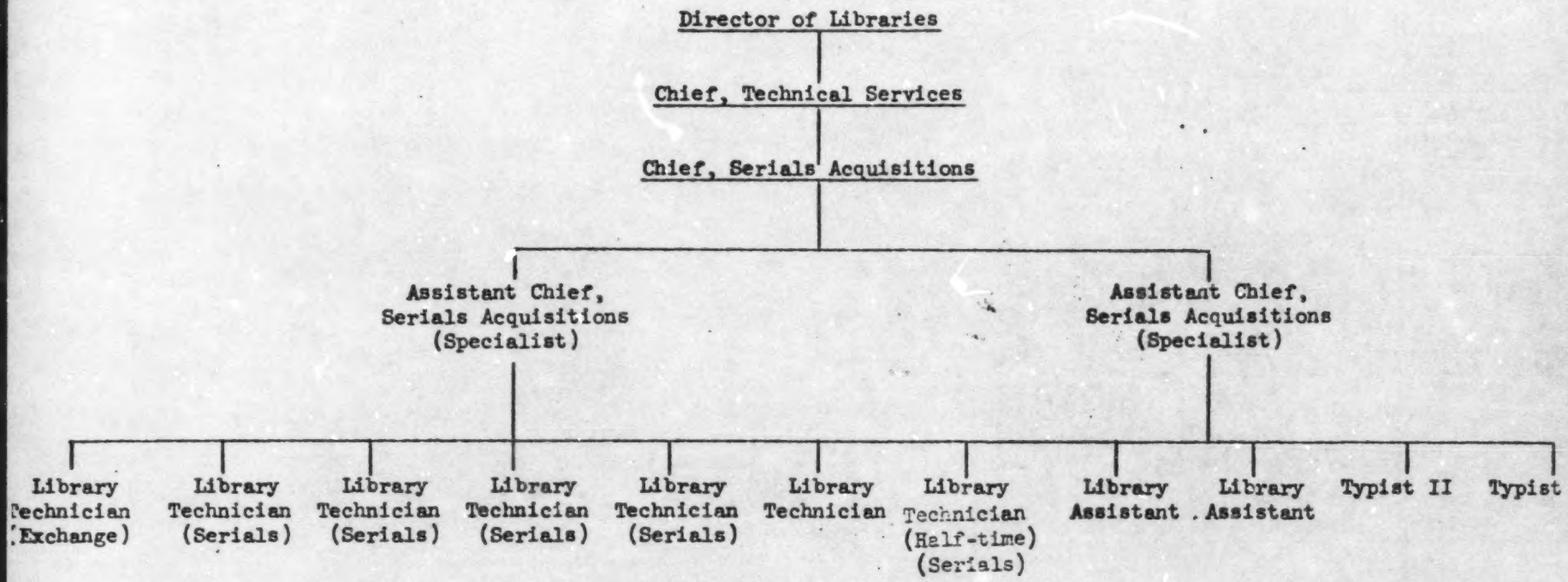
9-25-69 (rev. 11-16-72)
(rev. 6-20-73)

University of Wisconsin

Table of Organization

Serials Acquisitions Department



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ORGANIZATION CHART

DIVISION OF REFERENCE SERVICES

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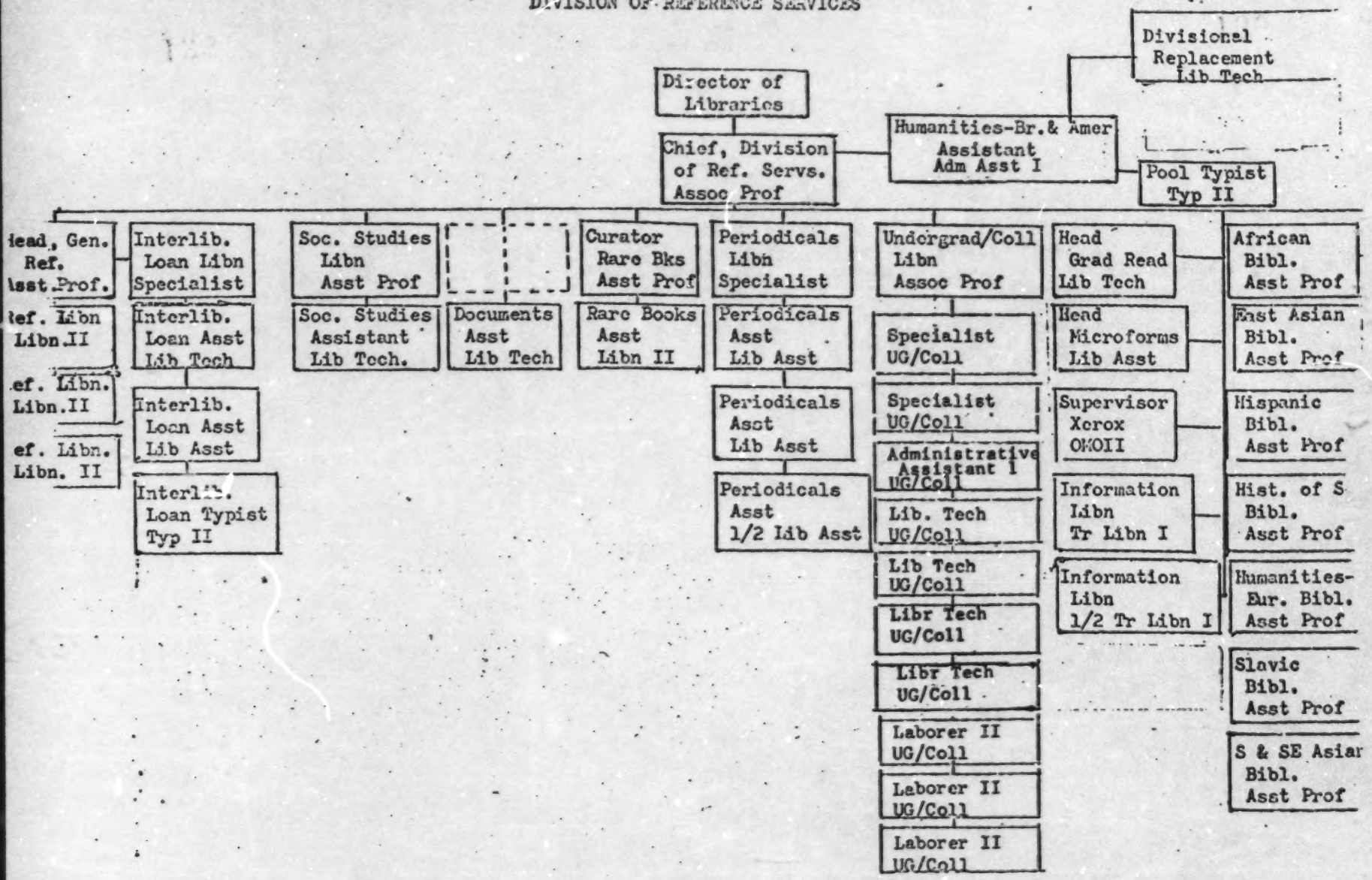
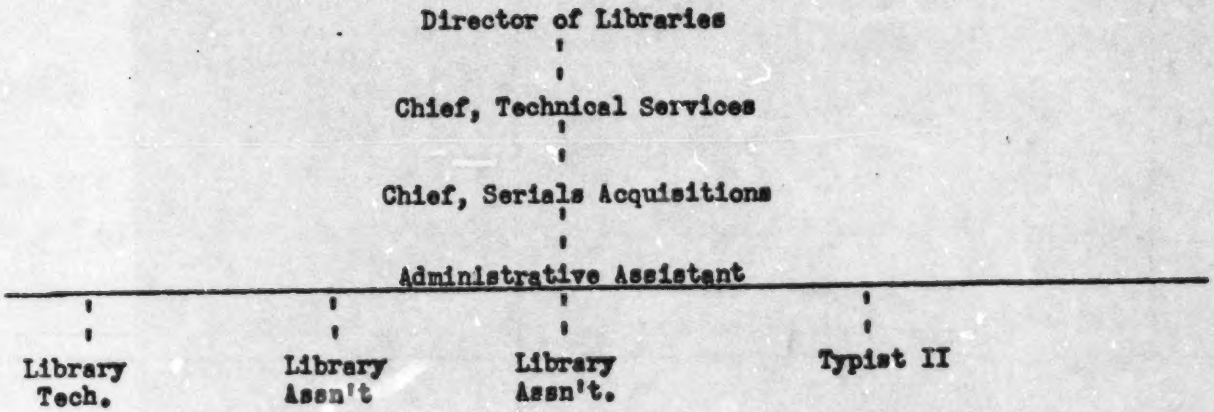

Director of Libraries
Chief, Division of Ref. Servs. Assoc Prof
Humanities-Br.& Amer Assistant Adm Asst I
Divisional Replacement Lib Tech
Pool Typist Typ II
ead, Gen. Ref. sst Prof.
ef. Libn Libn.II
ef. Libn. Libn.II
ef. Libn. Libn. II
Interlib. Loan Libn Specialist
Interlib. Loan Asst Lib Tech
Interlib. Loan Asst Lib Asst
Interlib. Loan Typist Typ II
Soc. Studies Libn Asst Prof
Soc. Studies Assistant Lib Tech.
Documents Asst Lib Tech
Curator Rare Bks Asst Prof
Rare Books Asst Libn II
Periodicals Libn Specialist
Periodicals Asst Lib Asst
Periodicals Asst Lib Asst
Periodicals Asst 1/2 Lib Asst
Undergrad/Coll Libn Assoc Prof
Specialist UG/Coll
Specialist UG/Coll
Administrative Assistant I UG/Coll
Lib. Tech UG/Coll
Lib Tech UG/Coll
Libr Tech UG/Coll
Libr Tech UG/Coll
Laborer II UG/Coll
Laborer II UG/Coll
Laborer II UG/Coll
Head Grad Read Lib Tech
Head Microforms Lib Asst
Supervisor Xerox OKOII
Information Libn Tr Libn I
Information Libn 1/2 Tr Libn I
African Bibl. Asst Prof
East Asian Bibl. Asst Prof
Hispanic Bibl. Asst Prof
Hist. of S Bibl. Asst Prof
Humanities-Eur. Bibl. Asst Prof
Slavic Bibl. Asst Prof
S & SE Asian Bibl. Asst Prof

University of Wisconsin

Table of Organization

Binding Department



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CIRCULATION DEPARTMENT
MEMORIAL LIBRARY

University of Wisconsin

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Director of Libraries

Chief, Circulation Department

Special Assistant Librarian II

Administrative Ass't I #
LA #14

Team I
Fines & Overdues
Team Captain
Administrative Ass't I #3
~~Deputy~~
~~Lib Tech #5~~ DO NOT FILL

Typist II #1
Typist II #2 - Reclassified to LA #16
Laborer I #2
Clerk I #8

Team II
Paging & Stacks
Team Captain
Admin Ass't ~~I~~ #4
Deputy
Lib Tech #2 (transferred to Processing)
LA #10
Clerk II #1
Clerk II #2
Clerk II #3
Clerk II #4
Clerk II #5
~~Typist II #3~~ NO POSITION Transferred to Music Library
Typist II #4
Laborer I #1
Clerk I #1
~~Clerk I #2~~ DO NOT FILL
~~Clerk I #3~~ NO POSITION Transferred to Pharmacy
Clerk I #4
Clerk I #5
Clerk I #6
Clerk I #7
Clerk I #9
Clerk I #10
Clerk I #11
~~Clerk I #12~~ DO NOT FILL
~~Clerk I #13~~ DO NOT FILL
~~Clerk I #15~~ DO NOT FILL
~~Clerk I #16~~ DO NOT FILL
~~Clerk I #17~~ DO NOT FILL

Team III
Public Windows
Team Captain
Admin Ass't I #1
Deputy
Lib Tech #3
Night Supervisor
Lib Tech #7

LA #1
LA #2
LA #3
LA #4 - DO NOT FILL ½
LA #5
~~LA #6~~ - DO NOT FILL
LA #7
LA #8
~~LA #9~~ DO NOT FILL
LA #11
LA #12
LA #13

Team IV
Collection Maintenance

Specialist
Clerk I #14
Libn I
Lib Tech #6
LA #15 (½ time)

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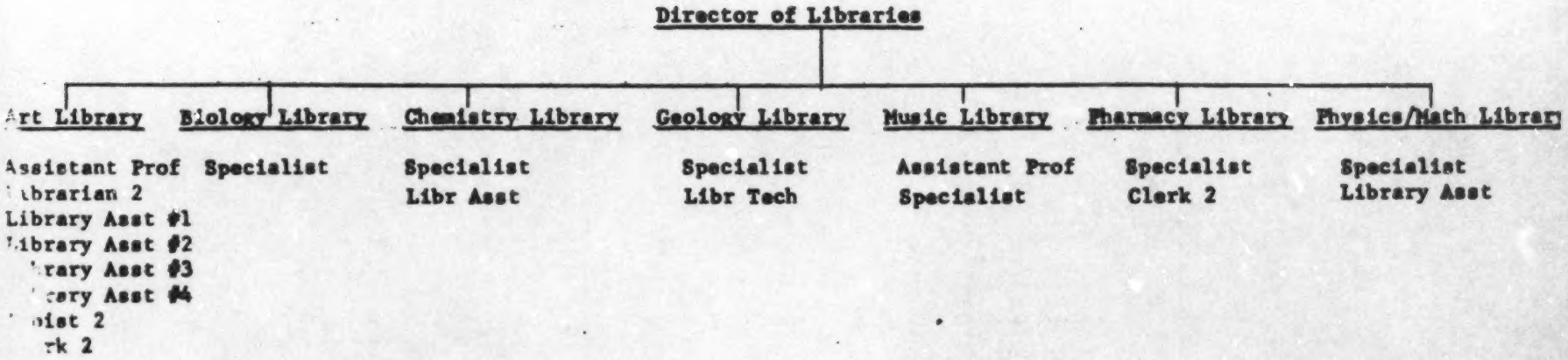
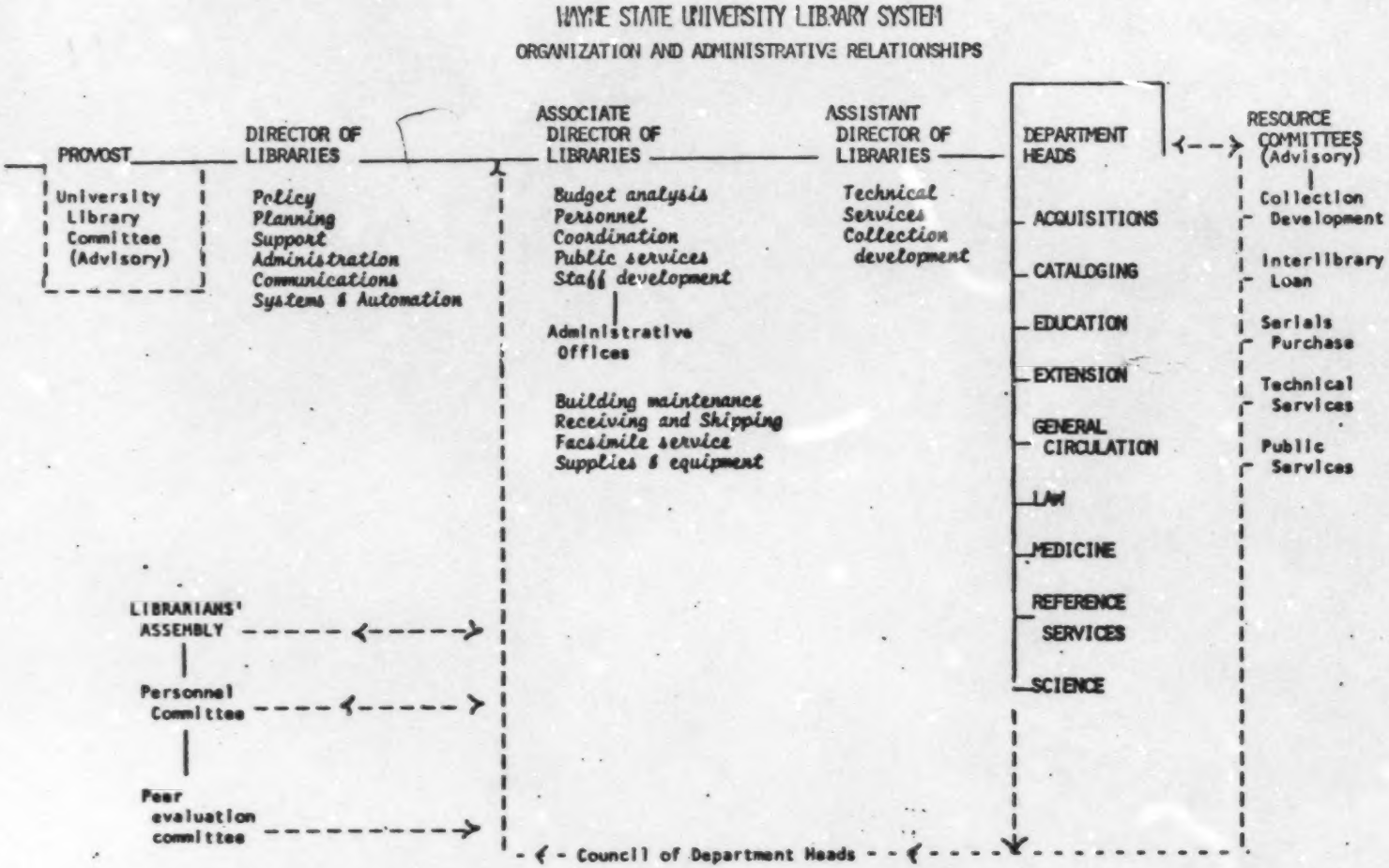
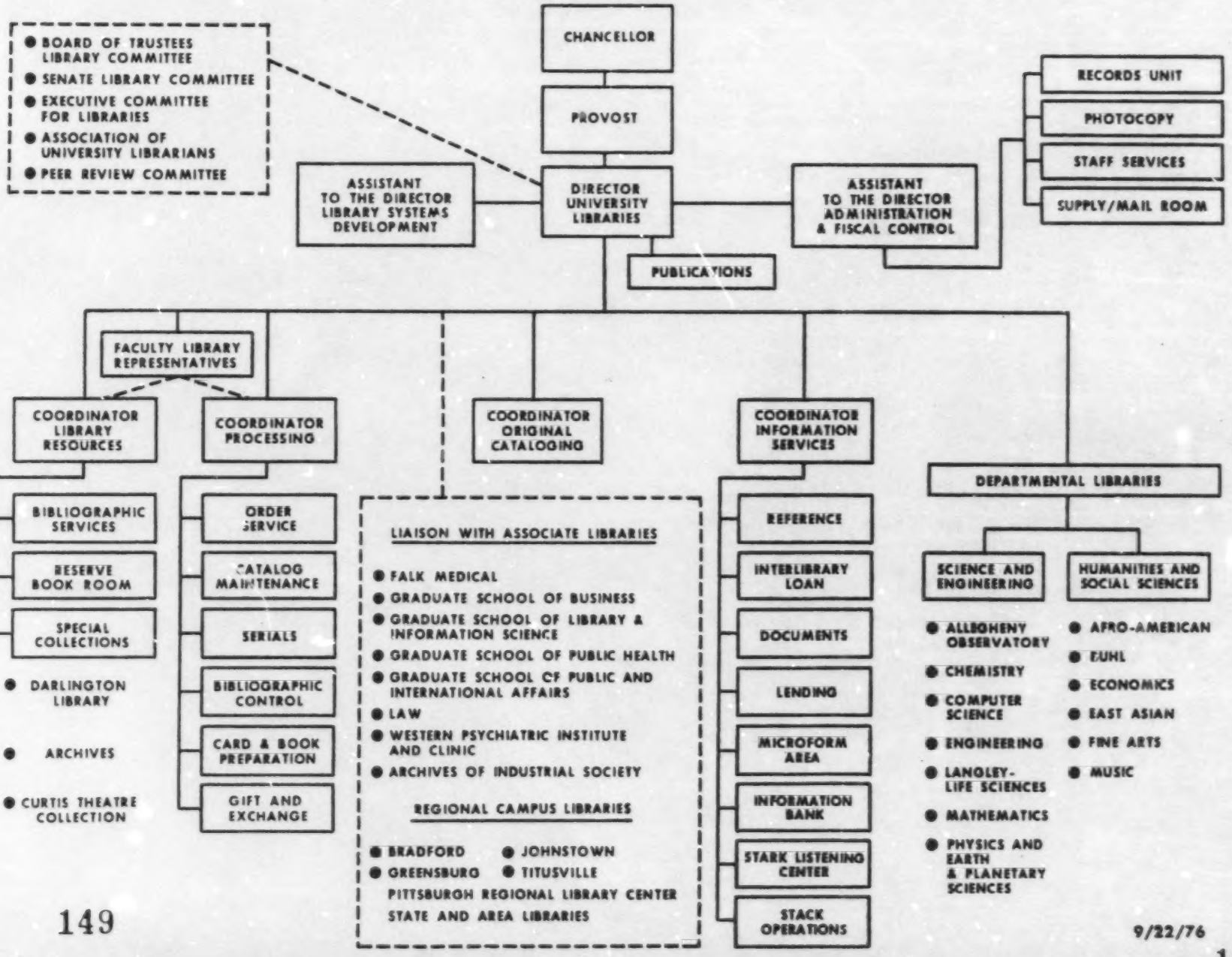
BRANCH LIBRARY ORGANIZATION




WAYNE STATE UNIVERSITY LIBRARY SYSTEM
ORGANIZATION AND ADMINISTRATIVE RELATIONSHIPS
PROVOST
University Library Committee (Advisory)
DIRECTOR OF LIBRARIES
Policy
Planning
Support
Administration
Communications
Systems & Automation
ASSOCIATE DIRECTOR OF LIBRARIES
Budget analysis
Personnel
Coordination
Public services
Staff development
Administrative Offices
Building maintenance
Receiving and Shipping
Facsimile service
Supplies & equipment
ASSISTANT DIRECTOR OF LIBRARIES
Technical Services
Collection development
DEPARTMENT HEADS
ACQUISITIONS
CATALOGING
EDUCATION
EXTENSION
GENERAL CIRCULATION
LAW
MEDICINE
REFERENCE SERVICES
SCIENCE
RESOURCE COMMITTEES (Advisory)
Collection Development
Interlibrary Loan
Serials Purchase
Technical Services
Public Services
LIBRARIANS' ASSEMBLY
Personnel Committee
Peer evaluation committee
Council of Department Heads

UNIVERSITY LIBRARIES UNIVERSITY OF PITTSBURGH



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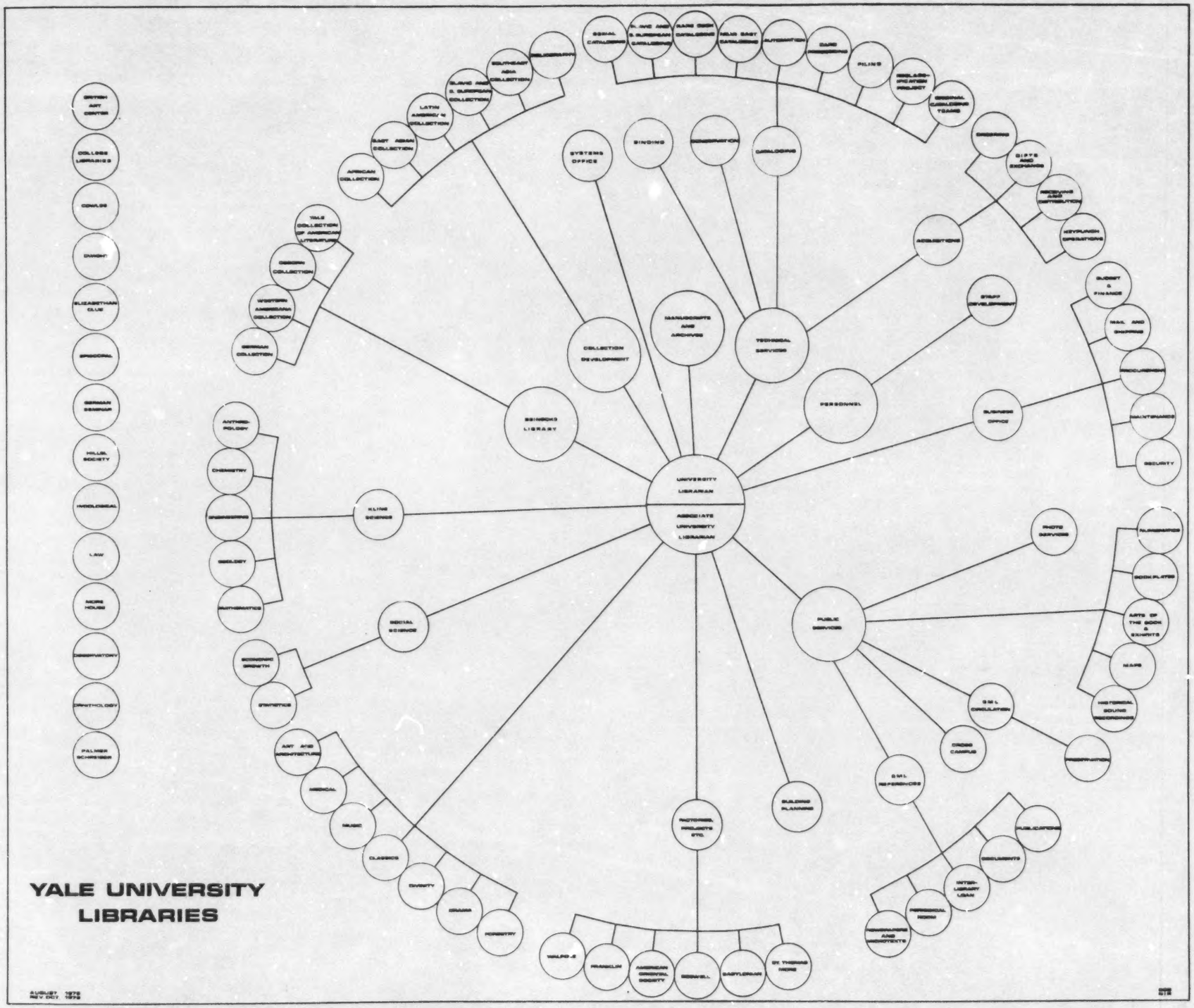

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